

**CMDM (Course Management Data Mart)  
Data Quality Tickler**

Date of Meeting	Description	DQ Xref
*	Room number formats. (Completed 10/2/02. 6 digit, 10-digit and 15-digit (signage) fields. Plus activity flag – active/inactive.	
*	Difference in seating capacity stored in Facilities versus SIS.	
*	Building inconsistencies.	
*	Room use code inconsistencies.	
*	Old data in Facilities being archived and not available. Completed 10/2/02. Will reload 5 years old data.	
<b>20020529</b>	Course meeting patterns. Class TBA Reports.	
<b>20020529</b>	Facilities – flag to indicate if chairs are fixed or mobile.	
<b>20020529</b>	Instructor ID (Not all faculty and TAs are identified in SIS; ID not same in SIS and HRS.)	
<b>20020529</b>	Instructor ID (SIS versus HRS).	
<b>20020529</b>	Room ownership in Facilities' file. Jacquie Hager has 110s and 210s. Registrar's department is "80100".	
<b>20020529</b>	Room use codes. Jacquie looking at current 110s and 210s.	
<b>20020612</b>	How are changes over time to be tracked in regard to institutional reorganizations? Xref table.	
<b>20020612</b>	How are LCC courses identified?	
<b>20020612</b>	Loss of records of dropped courses prior to the last day to add a course. Some of this can be captured from Oracle log.	
<b>20020612</b>	Possible duplication of MC data in Schedule 25 and SIS.	
<b>20020717</b>	Medical Center is not using the Registration Type flag in SIS that indicates a first time student.	
<b>20020717</b>	Some majors don't appear to be attached to a degree. Screen 111-Student Term Attributes, allows two (2) majors and one (1) minor to be assigned to a degree at the time of enrollment. At graduation, Screen 117-Graduation Checkout, allows two (2) degrees with three (3) majors and one (1) minor each, to be assigned to a degree. For instance, a student could receive a BHS Degree from Allied Health, with a Major in Physical Therapy and a Major in Finance.	
<b>20020718 Data</b>	Faculty information (rank, etc.) should be pulled from HRS, as SIS elements may not be correct.	
<b>20020718 Data</b>	Definition of contact hours. Picks up from Screen 125. Contact hours are not always equal to the time spent in classroom or lab.	
<b>20020718 Data</b>	Can only look at total contact hours because LEC & LAB contact hours equal total meeting pattern hours, but can't tell which meeting pattern is LEC & LAB. Not putting LEC and LAB separately, because SIS doesn't force students to take both the lecture and lab.	
<b>20020718</b>	Ruby discussed problem with percent allocation on instructors. Sometimes greater than 100% if all instructors required	

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<b>Data</b>	for every class. Need to determine the number of instructors, cost based percent, contact hours based on percent, rank, etc.	
<b>20020718 Data</b>	Definition of student full-time, part-time status. Some courses may be 1 hour, but yet student is considered FT. (SIS could have wrong status.)	
<b>20020718 Data</b>	Definition of attempted hours – don't count dropped courses. If withdraw, then it is counted as attempted. Timing of snapshots is critical.	
<b>20020718 Data</b>	Faculty/student ratio calculations. Need definition for how multiple faculty and percent allocation are handled and calculated.	
<b>20020724 DQ</b>	Meeting patterns in Schedule 25 for Medical Center courses are not the same as in SIS.	
<b>20020724 DQ</b>	'Staff' as assigned to instructor.	
<b>20020731</b>	How should historical data be handled, since it will not have the data to connect meeting patterns and instructors to activity type?	
<b>20020808 Data</b>	Ruby indicated the faculty name in SIS is frequently different than the one in HRS. (Louise indicated HRS does not have a "preferred" name field, which would be equivalent to the faculty name used in SIS.) Should we store both in the CMDM?	
<b>20020808 Data</b>	Need to build a cross-reference of some type within the DW/DM to account for changes in ID (social security number) over time.	
<b>20020808 Data</b>	Faculty data in HRS is not maintained on a current basis.	
<b>20020808 Data</b>	Are all of the Teaching Assistants in HRS and how are they identified (i.e. by what title)? Are some paid on student titles, rather than Teaching Assistant titles? How do we identify all of these people?	
<b>20020808 Data</b>	Ruby indicated faculty can only be tenured in one department within SIS, but Louise thought HRS would allow multiples. (All departments in which the faculty member is tenured should be include din the CMDM.)	
<b>20020808 Data</b>	Inconsistent ID (social security numbers) for faculty and students between SIS and HRS.	
<b>20020808 Data</b>	Department number for course ownership and who faculty "belongs to" may be different between SIS, HRS and FES. (Brian said FES uses the employee ID and name in HRS, but the department number is entered in both FES and HRS.)	
<b>20020814</b>	Ethnic codes	
<b>20020814</b>	Maximum room capacity	
<b>20020814</b>	The timing of the uploads to HRS for data from the faculty databases needs to be reviewed.	
<b>20020823</b>	Need cross-reference between FRS/HRS/FES department number and SIS college, department, course prefix, degree and major. (Degree issue raised in meeting by Lu Wang concerning College Profile Report.)	
<b>20020823</b>	Inability to correctly allocate SIS departments, courses, majors, degrees, etc. shared between two or more FRS/HRS/FES department numbers. (See Policy Tickler. Do we need to build a cross-reference table for the CMDM that identifies all of	

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	the “jointly” owned departments, courses, majors, degrees, etc. and how their enrollment, course counts, etc. should be counted on the summary reports? (Meeting with Lu Wang on College Profile Report.)	
<b>20020829</b>	Collect information of the condition of each classroom.	
<b>20020909</b>	Multiple course prefixes for the same description between LCC and LC. (Example: Psychology – PSY or PY) (Raised at meeting with Jayna and Bill Pfeifle.)	
<b>20020910</b>	TA credentials in HRS for verification of qualifications for teaching courses. (Per PRF-00030 from Connie Ray.)	
<b>20020911</b>	Cross-reference table between FRS and HRS for department, degree programs, and colleges from Barry Rankin.	
<b>20020925</b>	How are the records for who is teaching a course coded in HRS? Is there a cross-reference to CIP codes?	
<b>20020925</b>	The social security numbers and names in HRS need to be compared to the social security numbers and names in SIS. Mike Carter looked at this issue earlier. (See 10/28/02 issues for more detail.)	
<b>20020925</b>	Need to compare TA identified in SIS with TA titles in HRS. Eventually, will need to report on TA credentials from HRS. (See 10/28/02 issues for more detail.)	
<b>20020925</b>	Verify classrooms coded 110 and 210 and that they are classified correctly. (10/1/02 Jayna ran the ROOMCOMP report so Jacquie will have the latest record of rooms with 110 or 210 use code. Jacquie will review these rooms and work with Plant Assets to correct department number room use codes by 12/31/02.)	
<b>20020925</b>	Should double degrees be reflected in institutional statistics?	
<b>20020930 TA Credentials</b>	Is the information in SIS and HRS for credential information consistent in both HRS and SIS? (See specific issues below on 10/28/02.)	
<b>20020930 TA Credentials</b>	Is the department number on the TA assignment record the Graduate School’s or the department in which they teach? If it’s the department in which they teach, we need to check and make sure the department number on the assignment records in HRS corresponds to the department in SIS on the courses.	
<b>20020930 TA Credentials</b>	Match teaching assignment with credentials.	
<b>20021021 Ray</b>	Ask Ruby about “dummy” departments in SIS and how/if we need to relate them to FRS department numbers.	
<b>20021028 TA Credentials</b>	Ensure all instructors attached to a course in SIS are identified in HRS with an “instructor assignment” whose effective dates fall within the term in which they teach the course. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	Ensure all instructors identified with “instructor assignments” in HRS are attached to a course in a corresponding term. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	There are name inconsistencies on student and instructor records in SIS and those in HRS. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	Ensure the FT/PT student enrollment status in SIS is the same for the student type associated with that person in HRS. This will be time dependent. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA</b>	Identify non-student instructors (not a student in SIS) who are NOT identified as faculty or PTI, and/or whose student type	

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<b>Credentials</b>	in HRS is not blank. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	Identify student instructors (is a student in SIS) whose HRS data does not indicate they are a student. (The JCC is not equal to those for TA, GA or RA, and/or the student type is blank). <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	Identify individuals whose names in SIS on the student and instructor records do not match. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	Identify inconsistencies in the instructor data in HRS. This is basically looking at the values in all the appropriate elements that "don't make sense". For example, someone is a full-time faculty member, but also has a "student status" in HRS. Or, someone is a TA, RA or GA in HRS, but has no student status in HRS. Some of the fields to be examined include job class code, job class title, job group and student status, as well as possibly some of the other data in the Faculty data in HRS. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	Inconsistencies with HRS title and student classifications. ("Are all TA, GA and RAs graduate students?") It should identify only TAs, RAs and GAs in HRS that are NOT classified as graduate students. All of these positions should be filled by students with a graduate level classification in SIS. Can any of the positions be filled by someone in the professional schools (i.e. Medicine, Dentistry or Law)? <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	Identify any department number inconsistencies between the individual's instructor assignment in HRS and the department "owning" the course they teach in SIS. There will be some discrepancies for courses jointly taught by two different departments. <b>(See 9/25/02 for original note.)</b>	
<b>20021028 TA Credentials</b>	We need to check the consistency of the values of the fields in SIS and HRS that identify "international" information for the students and instructors. These could include the international student flag and visa type in SIS, and the corresponding fields in HRS. These should be consistent, but we may only be able to look at the most recent information for the person in SIS (i.e. most recent term), if there are no historical records of such changes in HRS. <b>(See 9/25/02 for original note.)</b>	
<b>20030116 TA Credentials</b>	Missing the level of detail in the data that distinguishes the role of a TA in the class. It is not in either SIS or HRS. For example, a TA could be the primary instructor, secondary instructor, grader, etc.	
<b>20030116 TA Credentials</b>	When a faculty member increases their administrative duties and assignments in HRS are changed, they often lose some faculty privileges, because screens 01F and 02F are not coded consistently.	
<b>20030129 CMDM</b>	A conversion table is needed to convert the delivery modes in SIS to the codes used by CPE.	
<b>20030129 CMDM</b>	Definitions for each of the calculations for a full-time student are needed.	
<b>20030129</b>	Evaluate data (delivery modes, program reporting type (Screen 137, RC279) and use of the 200 level section number) to identify distance education courses, and compare to the DLTC list.	

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20030129	Evaluate smart classroom data.	
20030129	Evaluate data related to strategic indicators.	
20030129	Evaluate data related to teaching load in SIS and DOE data in FES.	
20030129	Evaluate current delivery modes and their relationship to the activity types, and also to the CPE delivery mode definitions.	
20030129	Evaluate data related to determination of first-time full-time status in CPE file.	
20030129	Comparison of data related to determining full-time status.	
20030131 Jayna	We need to check the consistency of the values of the fields in SIS and HRS that identify gender information for the students and instructors.	
20030131 Jayna	We need to check the consistency of the values of the fields in SIS and HRS that identify race information for the students and instructors.	
20030212	A report needs to be run based on the independent study course logic to identify independent study courses and send to the deans for verification.	
20030226	Issues related to the definitions and use of activity types.	
20030226	Issues related to the relationship of activity types and delivery modes.	
20030226	Issues related to percentage allocation between activity types.	
20030305	Evaluate contact and credit hour generation in relationship to faculty DOE, if formula for calculation of contact hours is defined.	
20030317 Retention Groups	Medicine is not updating the first professional field in SIS, therefore reporting is not complete. (CPE fields: FPY=1, Degree=P, First=Y. Law is OK.)	
20030317 Retention	Medicine is not updating the first professional field, therefore reporting is not complete.	
20030318 InstrRelation	Activity types for the meeting pattern and instructor record need to be verified against those offered at the course level, not the section level.	
20030319 BldgNoReuse	The tracking of leased and free space is not being handled consistently.	
20030319 BldgNoReuse	Need a report to match a list of the buildings in SIS designated as off-campus for the last 5 years with the Facilities file. Jayna has a FOCUS report (ROOMCOMP) that compares the list of buildings in SIS to Ruby's valid list of buildings. This should also be compared to the Recycled/Demolished list from Brian Privett.	
20030319 BldgNoReuse	If the square footage of a room changes, but the room number remains the same, it will be hard to do cost analysis. We will need to take snapshots of the Facilities data to reflect changes over time.	
20030320 Ray	Report of all off-campus courses in SIS, their location and compare to data in facilities files.	
20030320 Ray	Report of instructor percentage allocation for course sections.	
20030320	Report of all off-campus courses in SIS, their location and compare to data in facilities files.	

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Ray		
20030325 TA Credentials	A report needs to be run to see if the English First Language and English Qualification fields on HRS Screen 06F are being populated and what kind of data is in the fields.	
20030325 TA Credentials	How to handle people (staff) who teach courses in SIS, but receive no pay. Do we need to create an HRS "faculty" assignment with a \$0 pay in order to calculate instructional costs? Or, do we come up with an "average" salary for such people, rather than use \$0 or a percentage of their administrative salary?	
20030330 Ray	Report of rooms with internet connections and compare to rooms in Facilities and rooms used to teach courses to create list of "low level" smart classrooms.	
20030411 Watts	Need a report to identify all courses that are taught concurrently at the same time and location. Examples are cross-listed courses and Fine Arts' studios.	
20030411 Watts	Issue of how courses taught off campus are entered into SIS, what location information is provided and what data needs to be added to SIS and Facilities to accurately reflect the physical location of the course.	
20030411 Watts	Find out what departments and colleges have the duplicate cross-listed courses or multiple course studios meeting at the same time and place, and who is teaching them.	
20030411 Watts	May not be able to use the level of the institution.	
20030417 ASUG	Identification of faculty with joint appointments.	
20030506 Activity Types	Several of the non-standard activity types do not have meeting patterns attached to them, so being able to calculate the cost per credit hour may not be possible, if you need to include a percent of the instructor's salary based on their contact hours.	
20030815 Watts	Room utilization may be over reported or under reported when a Lab utilizes two rooms.	
20030815 Watts	Need to determine how to handle bankruptcy or repeat options.	
20030815 Watts	RC090 Section Status: I – Inactive (error), H – Hold (error).	
20031022 Outstanding Issues	Verify use of DLTC delivery modes on both on/off-campus courses.	
20031022 Outstanding Issues	TRANSFORMATION: Convert all blank Race/Ethnic codes in SIS to U.	
20031022 Outstanding	TRANSFORMATION: Convert all Race/Ethnic codes equal "N" in SIS, to U in the Warehouse.	

Date of Meeting	Description	DQ Xref
<b>Issues</b>		
<b>20031212 Policy Issues</b>	'TA', 'Other' – Add to Appointment Series element only in DWE.	

- Issues raised in another committee.