

**CMDM (Course Management Data Mart)  
Policy/Definitions Tickler**

Date of Meeting	Description	Policy Xref
05/29/02	SACS – Integrated Undergraduate and Graduate Council has list of courses approved for Distance Education delivery. What are criteria, how are they published, how are they enforced, etc.?	
06/05/02	Definition of a smart classroom.	
06/05/02	Strategic Indicators.	
06/05/02	University needs to define metric for high/low demand course.	
06/05/02	University define metric on how many courses/credit hours should be generated based on x% of instructor DOE (Distribution of Effort).	
06/05/02	University needs to define metric on optimal faculty/student ratio.	
06/05/02	When do we take official snapshots of data?	
06/12/02	Definition of alternate delivery modes.	
06/12/02	Definition of first-time, full-time freshman.	
06/12/02	Definition of full-time student.	
06/12/02	How are duplicated counts versus unduplicated counts to be defined and handled?	
06/12/02	How will multiple majors be handled?	
06/12/02	How are Independent Study courses identified?	
06/12/02	How are changes in major to be handled?	
06/12/02	Academic Year is defined as Fall, Spring, Summer 1, and Summer 2.	
06/26/02	Define levels of smart classrooms.	
06/26/02	Definition of prime-time.	
07/03/02	Does the Facilities Review calendar need to be changed to be in sync with the calendar for snapshots of course enrollment data?	
07/03/02	Define security levels within the Data Warehouse Environment.	
07/17/02	Who should collect and maintain information about percentage allocations of multiple mode courses?	
07/17/02	Do retention rates for groups other than first time students need to be looked at, such as graduate level; and if so, what other groups?	
07/17/02	Should SSN and/or name be part of the data mart or hidden from most or all users?	
07/17/02	How do we determine the cost for developing and delivering a course through different delivery modes?	
07/18/02 Data	*Definition of contact hours for course, student, and faculty, and how to calculate each.	
07/18/02 Data	*Recommend LEC and LAB be entered, so they can be tied to meeting pattern. (May have to postpone until ERP)	
07/18/02 Data	*How to handle percent allocation for instructors for calculation of contact hours, cost of course, percent of faculty effort, etc.	
07/18/02 Data	*Rules for defining full-time/part-time student.	
07/24/02	Definitions of the various Activity Types; i.e., laboratory, discussion, seminar, etc. are not clear and consistent across colleges.	

<b>DQ</b>	There are labs for Physics, Computer and Engineering, but each mean something different. In some cases, it may be a team or group meeting. The current definitions do not cover computer-assisted courses.	
<b>07/24/02 DQ</b>	(Currently under review). Jacquie said the University Senate Council has been working on some recommendations. Currently departments are given only two options, LEC or LAB, and asked to give the ratio between the two on the form used to create a new course. Usually the ratio is 2 LEC hours to 1 hour LAB. She said part of the problem is they are not given what they need to work with, and these offerings should be expanded to include Discussion, Team, Seminar, etc.	
<b>07/24/02 DQ</b>	How should courses taught off-campus or in leased facilities be handled in institutional reporting? Should off-campus data be removed? Patrick indicated they have received mixed messages from CPE in the past. For instance, a building owned by Morehead University, but we use it for scheduling a course.	
<b>07/24/02 DQ</b>	Recommend that the Chancellor Review of Activity Type be reactivated and put on a yearly schedule.	
<b>07/24/02 DQ</b>	Need to look at the room number standard and see if it needs revision. Jayna said there could be one in existence but it's not followed or enforced. She did say that Facilities is the official record, but does not accommodate the Medical Center room numbers.	
<b>07/24/02 DQ</b>	Need to examine setting standard on how instructors, percent, and activity type are assigned to sections. Getting departments to correctly label Activity Type on courses and meeting patterns.	
<b>07/24/02 DQ</b>	Meeting patterns in Schedule 25 for Medical Center courses are not the same as in SIS.	
<b>07/31/02</b>	Is there an official University rule on how instructor percentages are assigned?	
<b>08/07/02 DQ</b>	What are the definitions for student contact hours, faculty contact hours, credit hours, and faculty percent of effort? (Should we go with the definitions in "Contact Hours Definitions, Procedures and Reporting Guidelines" developed by the Contact Hours Task Force in 1994 and 1995?)	
<b>08/07/02 DQ</b>	Need to examine the current and proposed activity type codes and definitions, and their relationships to specific delivery modes, and ratios for calculation of credit and contact hours.	
<b>08/07/02 DQ</b>	How do we define full-time and part-time enrollment status? Should it always be what we report to the Clearing House and/or the CPE and/or the INS?	
<b>08/08/02 Data</b>	The faculty data is not kept current in HRS, so we need to at least increase the frequency of the uploads of the faculty data and/or require the Provost's departments not using the MC Faculty database to enter the data directly into HRS on a timely basis. However, this will be a significant change that needs to be discussed with Connie Ray, as Gary Lindle's office currently receives the paper documentation and does the subsequent data entry of the information for this group. (Connie Ray has a committee working on the issues concerning collection of faculty data.)	
<b>08/23/02</b>	How do we handle SIS departments, courses, majors, degrees, etc. shared between two or more FRS/HRS/FES department numbers? If there is a percent allocation for the faculty, do we use their prime department in HRS? Do we need to build a cross-reference table for the CMDM that identifies all of the "jointly" owned departments, courses, etc. and how their enrollment, course counts, etc. should be counted on the summary reports? (Meeting with Lu Wang on College Profile Report.)	
<b>08/23/02</b>	What business rules are we going to use to calculate the statistics for the College Profile Report and/or the CMDM? Do we defer to CPE, IPEDS, other? (Meeting with Lu Wang on College Profile Report.) (Jayna will talk to Connie Ray about this issue.)	
<b>08/23/02</b>	What meeting pattern types do we want to calculate statistics on (i.e. MWF, TR, etc.)? (Meeting with Lu Wang on College Profile Report.)	
<b>08/23/02</b>	How do we calculate what is/is not a standard meeting pattern? (Meeting with Lu Wang on College Profile Report.)	
<b>08/23/02</b>	How do we calculate contact hours for standard/ non-standard meeting patterns? (Meeting with Lu Wang on College Profile Report.)	

<b>08/23/02</b>	How much time do we “pad” between classes to calculate “hours of usage” for the room, for both standard and non-standard meeting patterns? (Meeting with Lu Wang on College Profile Report.)	
<b>08/29/02</b>	Define ‘room conditions’ for classrooms. 4 point scale used previously. Waiting on Excel spreadsheet of previous report (Higdon).	
<b>09/11/02</b>	Define calculations for faculty and student (graduate and undergraduate) FTE.	
<b>09/11/02</b>	Define room conditions, equipment conditions, room classifications and equipment classifications.	
<b>09/11/02</b>	Define regular full-time faculty (instruction, research, etc.)	
<b>09/11/02</b>	Definition of enrollment.	
<b>09/25/02</b>	How are primary instructors identified and how is their qualification to teach determined. This includes faculty, Part-time Instructors (PTI’s) and TA’s). Some PI’s don’t go through the Graduate School.	
<b>10/2/02 DQ</b>	As part of the definition of activity types, the sub-committee should define course meeting pattern requirements. Is one complete meeting pattern required for each course, etc.?	
<b>12/11/02 DQ</b>	A definition of a first-time student at the level of degree being pursued (undergraduate, graduate, professional) is needed.	
<b>10/22/03 Outstanding Issues</b>	Recommend that the DLTC delivery mode be collected even if the course is on campus.	