



AGENDA ITEM

- Review previous minutes
- Review Outstanding Action Items
 - 6/26/02 John will check the A&S College Senior Survey to see if there is any course related data which needs to be in the data mart. (No change in status).
 - 6/26/02 Jayna asked members to identify any surveys that may have course related information that needs to be in the data mart OT help analyze or improve data analysis. (None have been received).
 - 7/3/02 Gary will talk with Connie Ray to see if any benchmark information is required. (No change in status).
 - 7/3/02 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?) (Security was discussed at the 8/20/02 Data Stewards Meeting. There was no consensus from the Data Custodians and Stewards on the security requirements. 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.)
 - 7/17/02 ACTION: 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. (Jayna had her first meeting with Lu Wang on 8/23/02. Many new performance measures have/will be added do to this report. Lu is sending Jayna electronic copies of all report output, and providing additional information on the definition and business rules for the calculation of these statistics. Additional meetings will be required. Additional cross-reference tables will be needed to merge SIS and FRS/HRS data.)
 - 7/17/02 Get copies of surveys from Roger Sugarman:
 - (1) Graduating Senior Survey – questions 14, 16 and 33 (done annually) The Graduating Senior Survey has college information.
 - (2) Undergraduate Alumni Survey – question 1e (done biannually)
 - (3) Graduate Alumni Survey – questions II-8 and II-9 (done biannually)
 - (4) Freshman Survey – will add question about course availability (done at beginning and end of each academic year)
 - 7/31/02 Jayna will talk to Connie Ray to see if there is an existing process for calculating faculty/student ratios. (8/15/02: There are none, but Connie will talk to others about this and get back to Jayna.)
 - 7/31/02 Jayna will ask Connie Ray for a copy of the latest Delaware Group survey. (8/15/02: Connie will locate the latest copy and give it to Jayna.)
 - 7/31/02 Committee members should review Performance Measures 49 through 58 and let Jayna or Deb know if additional sort levels are required. (None received.)
 - 8/14/02 Jayna will talk to the DBAs about details of Oracle security. (No change in status).
 - 8/14/02 Jayna will ask the DBAs if they have talked to any benchmarks about DW security. (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.)
 - 8/14/02 Deb will compile copies of the surveys Roger Sugarman collects and identify pertinent questions for the CMDM.
 - 8/14/02 Jayna will ask Connie Ray about the timing of the uploads to HRS for data from the faculty databases. (8/16/02: 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.)

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- 8/14/02 Jayna will talk to Connie Ray about the timing of the Facilities inventory survey done by Plant Assets Inventory. (8/16/02: 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.)
- 8/14/02 Nick will see if the version of the PPD classroom file on their web site is the most recent and let Jayna know. (The web site indicates this data has not been updated since 10/97. Jayna has received more recent information from other sources.)
- 8/14/02 Jayna will talk to Stores about the smart classroom packages available and what people are currently buying. (Deb Claunch talked to Clay Sturgeon at the Computer Store about the smart classroom configurations they are supposed to have for sale. About 2 years ago there was a 'suggested' handout for a gold, silver and bronze SC configuration. What they found is no one fits these recommendations and they all end up being custom. Various vendor consultants have been used in the past with varying results. Currently there is a contract with MCSI (Media Consultant System Integrators, local office in Louisville) and the only one Computer Stores will recommend. When someone requests information about a smart classroom purchase, they are referred to this vendor, who comes on site for a quote, and then an order is placed through Computer Store. If a projector is ordered, it is usually ordered separately from another contract for better pricing. MCSI can do everything to get the room set up except installing power. This must be provided by PPD.)
- 8/14/02 Jayna will talk with Connie Ray about establishing a smart classroom database. (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.)

- Review of issues from the 8/20/02 Data Stewards Meeting
 - Support for recommendations of Ad Hoc Space and Classroom Utilization Committee
 - Need to attach data quality programming requests to original CMCM PRF
 - DW Security
 - Data on condition of classrooms
 - Classrooms as pilot project for Provost use of MS Space and Equipment Systems
 - Email ID Requirement Implementation Committee

- Focus on Top 20 Report and SACS recommendations

- Review IV Chain .

- Review Data Sort/Aggregation Spreadsheet

- Updates from sub-committees:

- Data Needs
- Data Quality
- Policy/Definitions
- Reports

- Review element lists and domain values from SIS

- **NEXT MEETING: September 25, 2002, 149 ASTeCC**