



ATTENDEES: Nick Arnold, Patrick Ballard, Janet Baynham, Peter Berres, Mike Cantrell, Mike Carter, Jayna Cheesman, Debra Claunch, Joanne Davis, Jacquie Hager, Gary Lindle, Suzanne Prras, Bill Pfeifle, Tonya Prince
PRESIDING: Jayna Cheesman
PROJECT COORDINATOR: Jayna Cheesman

AGENDA ITEM	DISCUSSION/ACTION ITEMS
<ul style="list-style-type: none"> July 10, 2002 Meeting canceled. 	<ul style="list-style-type: none"> Jayna indicated the July 10, 2002 meeting was being canceled.
<ul style="list-style-type: none"> Discussion on withdrawal from the university. 	<ul style="list-style-type: none"> Jayna discussed information regarding withdrawal and payment schedules which Deb found on the University web site. Jayna said she was not sure the dates listed for refunds are one-to-one with changes and/or snapshots of IDMS data. The dates to refund are not the same as the dates used to extract data from SIS.
<ul style="list-style-type: none"> Review previous minutes 	<ul style="list-style-type: none"> No changes.
<ul style="list-style-type: none"> Review Issues/Data List 	<ul style="list-style-type: none"> No changes.
<ul style="list-style-type: none"> Review IV Chain 	<ul style="list-style-type: none"> No changes
<ul style="list-style-type: none"> Review Data Sort/Aggregation Spreadsheet 	<ul style="list-style-type: none"> No changes.
<ul style="list-style-type: none"> Sub-Committees 	<ul style="list-style-type: none"> Jayna said there will be three sub-committees established: <ul style="list-style-type: none"> Data Quality Sub-Committee will define data quality problems and suggest solutions, Policy and Definitions Sub-Committee will draft policy recommendations on definition of terms and UK target metrics (i.e. full-time, and part-time student, etc; % classroom utilization, etc.), as well as any policies that should be modified and/or developed to insure the data quality and successful usage of the CMDM. Data Sub-Committee will identify the data required, elements and tables/files. ACTION: 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. (Completed at 7/17/02 meeting). <ul style="list-style-type: none"> 7/3/02 – Bill Pfeifle indicated he would like to be on the Policy Sub-Committee. 7/10/02 – Mike Cantrell (all three). ACTION: 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. (Completed at 7/17/02 meeting).
<ul style="list-style-type: none"> Continue discussion on IV 	<ul style="list-style-type: none"> Performance Measure #37: # of smart classrooms. SORT:

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Chain – Data Sort & Aggregation	<ol style="list-style-type: none"> 1. Institution 2. Room Use Code 3. Department 4. Type of smart classroom 5. Building 6. Room # <ul style="list-style-type: none"> • DATA NEED: Means to identify which courses require a smart classroom. • Performance Measure #38: # and % change of smart classrooms by term type • SORT: same as #8. • Performance Measure #39: # hours taught in smart classrooms • SORT: same as #7, except insert “By Course Smart Classroom Requirement” between “Department” and “Smart Classroom Type”. • Performance Measure #40: # and % change hours taught in smart classrooms by term type • SORT: same as #8, except insert “By Course Smart Classroom Requirement” between “Department” and “Smart Classroom Type”. • Performance Measure #41: # courses taught in smart classrooms • SORT: same as #39, except insert “By Course Smart Classroom Requirement” between “Department” and “Smart Classroom Type” • Performance Measure #42: # and % change of courses taught in smart classrooms by term type • SORT: same as #40, except insert “By Course Smart Classroom Requirement” between “Department” and “Smart Classroom Type” • Performance Measure #43: ratio between enrollment to course limit • SORT: same as PM #9 • Performance Measure #44: % change by term type of ration between enrollment to course limit • SORT: same as PM #10 • Performance Measure # 47: # of courses canceled after the last day to add a course • SORT: same as PM #21 • Performance Measure #48: # and % change by term type of courses canceled after the last day to add a course • SORT: same as PM #22 • Tonya said the performance measures need to be grouped with similar measures. Jayna agreed and said they should also be prioritized. This will be done after all changes are made. • Performance Measures 9 through 12 had By College and By Department both listed as the 6th sort. The order should be By College (6) and then By Department (7). • ACTION: Deb will update the Data Sort Aggregation spreadsheet. (Completed 7/8/02)
<ul style="list-style-type: none"> • Archive/Snapshot Calendar 	<ul style="list-style-type: none"> • Jayna opened the discussion regarding calendars and the timing of when data snapshots should be taken. She said we are assuming the timing will start with the Fall semester using course data and course demand data. • ACTION: Tonya is to ask Michelle if a snapshot is needed before the end of priority registration. (Completed 7/15/02.) • Janet indicated a snapshot would be needed after priority registration and compared semester to semester.

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	<ul style="list-style-type: none"> • Jayna indicated the daily data would still be available for reporting during the middle of priority registration. • Fall semester has a longer add/drop period. Joanne said students have all of May and June to add/drop courses. This period closes the Friday before Summer Conferences. • Jacquie said a snapshot would be required before summer conferences after add/drop closes and after summer conferences after add/drop starts. • Joanne said some courses are canceled in error and we need to be sure that 'clean-up' is completed before the snapshots are taken. • Discussion continued and the snapshots are summarized as follows: <ol style="list-style-type: none"> 1. During priority registration? 2. Before priority registration 3. After priority registration 4. End of Add/Drop before summer advising 5. After summer advising before Add/Drop restarts 6. 10 days prior to the start of term or weekend before first day of class (after cancellation completely cleared up) 7. Last day to add 8. CPE snapshot??? 9. Withdrawal deadline 10. Grades posted • Jayna asked if there were any other institutional reports which would require snapshots and asked about CPE and Facilities. Patrick indicated the Facilities edits must be turned in by November 15th. • POLICY ISSUE: Does the Facilities Review calendar need to be changed to be in sync with the above calendar?
<ul style="list-style-type: none"> • Internal/External Data Needs 	<ul style="list-style-type: none"> • Jayna asked if there was any external data required for space utilization or course management such as benchmark information and/or regional data needs. • ACTION: Gary will talk with Connie Ray to see if any benchmark information is required.
<ul style="list-style-type: none"> • Report output and interface 	<ul style="list-style-type: none"> • Jayna said, assuming we have the data needed, the data is cleansed, and in the data mart; "Will pre-defined reports be needed?" • Tonya said canned reports would be required, as well as CDR (Course Demand Reports) and Utilization reports. • Other reports identified are smart classroom reports, college profiles and ad hoc reports. • Mike Cantrell indicated Keith LaVey's group is trying to empower more users to create their own reports. • Gary said there would be training issues. He said there should be some centralization for reporting. Each area should have at least one person able to run canned reports and create ad hoc reports. • DATA NEED: Is the course in Blackboard? • ACTION: Jayna will talk with Mark Denomme about the Blackboard system and what data can be obtained. • Jayna asked who should decide what the canned reports will be. Gary said people at the Dean/Director level and the ones using and analyzing the reports need to identify the types of reports required. He indicated any report process should start with A&S (Arts and Sciences) as the model and then get other colleges to review the output. • Nick said a list of reports should be published for everyone running reports to see. He also feels this information needs to be pushed out to other users, so a report can be used by several areas. He feels the definition of these reports needs to remain with the committee.

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	<ul style="list-style-type: none"> • ACTION: 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?) • POLICY ISSUE: Define security levels. • Jayna said her preference is to eliminate value based security. If you are approved for access to HRS, you can see all HRS data. She said Oracle builds security into its views. Security could be summary level only with no access to the detail. Peter and Joanne said they didn't have a problem with other colleges seeing their data. • Peter said that individual (value based) reports are useless with no point of reference. • Bill said people want to look at their cohorts for similarities. • DATA NEED: The privacy flag needs to be in the data mart. People need to be trained on the use of the privacy flag. The purpose of a report may be an issue regarding the privacy flag. • Jayna asked if there would be any reason to give a person the ability to run predefined reports on the web and not give them access to run ad hoc reports? The consensus was this may be reasonable for dean/director level. Security needs to be able to limit who has ad hoc access, even if they can run pre-defined reports. • Jayna said another sub-committee would be required to establish draft formats for predefined reports based on the performance measures. Whoever uses the CDR reports now would be possible committee members. John Pica has been recommended to work with Jayna on the Reports Sub-Committee. • ACTION: Jayna will talk with John about this appointment. (Completed 7/11/02.) • ACTION: Janet will send Jayna a list of people currently receiving the CDR reports.
<ul style="list-style-type: none"> • Record identification from SIS 	<ul style="list-style-type: none"> • ACTION: Jayna will set up a meeting with Tonya and Ruby to identify the records and elements needed from SIS. (Completed 7/18/02).
<ul style="list-style-type: none"> • Definitions 	<ul style="list-style-type: none"> • Jayna said the Policy Sub-Committee would also include drafting definitions.
<ul style="list-style-type: none"> • Review element lists and domain values from SIS 	<ul style="list-style-type: none"> • Carried forward.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • A discussion following the meeting centered on Blackboard and whether or not a Blackboard course could be identified in the Schedule Book. Jacquie indicated this is part of the notes in the Schedule Book and also part of the online schedule. Within SIS there are standard notes and additional notes on Screen 136. • This identification needs to be at the Course level. • Not all courses clearly identify that part of the course will be via the web. The definitions of a web supported class or Blackboard class are unclear to students. • ACTION: Jayna will check with Purchasing to see if there is a model for coding equipment. • ACTION: Jayna will talk with Mark Denomme about the 'packages' being defined for smart classrooms. • The Course Prefix, Course Number and Course Section are stored in Blackboard. • Students must be un-enrolled from Blackboard at the end of each semester and sometimes this causes problems with enrollment the following semester.
<ul style="list-style-type: none"> • NEXT MEETING: 	<ul style="list-style-type: none"> • July 17, 2002, 149 ASTeCC