



ATTENDEES: Nick Arnold, Janet Baynham, Mike Cantrell, Mike Carter, Jayna Cheesman, Debra Claunch, Joanne Davis, Becky Harp, Courtney Higdon, Gary Lindle, Bill Pfeifle, Tonya Prince

PRESIDING: Jayna Cheesman

PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> Review previous minutes 	<ul style="list-style-type: none"> Jayna asked if there were any changes to the minutes. There were no changes.
<ul style="list-style-type: none"> Review Outstanding Action Items 	<ul style="list-style-type: none"> 6/26/02 Tonya will check the source of the data she used for a recent presentation on course demand. (Completed 8/8/02, C.A. Ray memorandum, March 23, 1999. This related to a special phone survey President Wethington requested for freshmen. About 150 student responses were used and of these, 25% were not satisfied due to not getting the courses they needed). 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 which may have course related information that needs to be in the data mart to 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. (8/14/02 Gary has talked with Connie but no decision has been made yet.) 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 7/30/02 Data Stewards Meeting. Jayna asked all the Data Custodians and Stewards to send her recommendations on these security requirements by 8/7/02. So far, most people feel the security of the data mart/warehouse should mimic the security of the source systems. Jayna asked everyone to provide feedback by Wednesday, August 7, 2002, regarding how security for CMDM should be set up. <ul style="list-style-type: none"> 8/14/02 Jayna said she has received several responses from the custodians and stewards. The majority prefer to mimic the mainframe security in the data mart, as well as a large group who like the security in FOCUS, i.e., if you have access to SIS, you have access to everything in SIS. She and Kathy Hamperian will be reviewing these and making recommendations. Jayna said one possibility would be to let all ‘summary’ information be public, and detail information would be private. SSN and name would be hidden. Previous conversations with the DBAs indicate they prefer not to store SSN and Name in areas accessible by a large number of people. Perhaps the general majority would have views of non-sensitive data, and a few would have views to sensitive data. ACTION: Jayna will talk to the DBA’s about the details of Oracle security. Tonya mentioned Baylor was working on a data warehouse and perhaps we could talk with them or other benchmarks as to how they handled their security. Jayna indicated from what she knew, it was pretty varied.

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	<ul style="list-style-type: none"> ○ ACTION: Jayna will ask the DBA's if they have talked with any benchmarks about security. • 7/3/02 Janet will send Jayna a list of people currently receiving the CDR reports. (7/31/02 Mike Cantrell asked for a copy also). (Completed 8/14/02. There are about 25-30 people currently receiving the CDR reports and copies are also distributed to some department chairs, increasing the total to about 50 people receiving the reports.) <ul style="list-style-type: none"> ○ ACTION: Janet will send an electronic copy of the list to Deb. (Completed 8/15/02.) • 7/3/02 Jayna will check with Purchasing to see if there is a model for coding equipment. (Completed 8/13/02. Per Gary Link there are several classification systems in existence including the Federal Classification Codes. Purchasing is not using any at this time. Industry and the Federal Government are trying to standardize the codes. Purchasing is waiting on this standardization and on ERP before implementing a system. • 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. (On 7/19/02, Connie suggested Jayna contact Lu Wang about this. 8/14/02 a memo was sent to Lu Wang to set up a meeting.) • 7/17/02 Get copies of surveys from Roger Sugarman: <ul style="list-style-type: none"> ○ (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) ○ 8/14/02 Gary said these can be found on the IR (Institutional Research) web site: http://www.uky.edu/IR. ○ ACTION: Deb will obtain copies of the surveys and identify pertinent questions for the CMDM. (Completed 8/15/02.) • 7/31/02 Jayna will talk to Connie Ray to see if there is an existing process for calculating faculty/student ratios. (Meeting scheduled for 8/16/02.) • 7/31/02 Jayna will ask Connie Ray for a copy of the latest Delaware Group survey. (Meeting scheduled for 8/16/02.) • 7/31/02 Committee members should review Performance Measures 49 through 58 and let Jayna or Deb know if additional sort levels are required. (8/14/02 No changes.) • 7/31/02 Ruby will submit a PRF (Project Request Form) regarding modifications to SIS for matching the course meeting pattern with the activity type. (Not required. The PRF for CMDM has been approved by the Stewards and further PRFs will not be needed. Documentation or email detailing additional requirements should be forwarded to Jayna for inclusion in the Requirements Document for CMDM.)
<ul style="list-style-type: none"> • Review IV Chain 	<ul style="list-style-type: none"> • Performance Measures 59 – 62 added <ul style="list-style-type: none"> ○ A course level sort will be added to PM # 59 and 60. PM # 61 and 62 will be deleted. • Delaware Group Study added to External Data • No further additions or changes.
<ul style="list-style-type: none"> • Review Data Sort/Aggregation Spreadsheet 	<ul style="list-style-type: none"> • Performance Measures 59 – 62 added under Course category but no sub-group has been assigned yet. <ul style="list-style-type: none"> ○ Add course level sort to PM #59 and 60. ○ Delete PM # 61 and 62. ○ Add PM #59 and 60 to sub-group Teaching Method.
<ul style="list-style-type: none"> • Updates from sub- 	<ul style="list-style-type: none"> • Data Needs Sub-Committee • Jayna said she met with the Registrar regarding student data in SIS. She also met with HRS and FES programmers

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committees:	<p>about faculty data. Lexington Campus and the Medical Center each have their own faculty database. LCC and the Libraries enter data directly into HRS. There has been discussion about expanding the Medical Center Faculty database application to the rest of campus. Is the application large enough to handle all? Lexington Campus updates the information in their database once a year during the fall semester and prior to the data being uploaded to HRS for reports done by Barry Rankin in October. Jayna indicated more frequent updates would be required for the data mart.</p> <ul style="list-style-type: none"> • DATA ISSUE: The timing of the uploads to HRS for data from the faculty databases needs to be reviewed. • ACTION: Jayna will ask Connie Ray about the timing of the uploads to HRS for data from the faculty databases. • Jayna said the meeting to discuss Facilities systems has been postponed until 8/19/02. The Annual Review from Plant Assets Inventory to update the Facilities system is done once a year. This is a series of reports asking departments to verify the square footage, room use, maximum seating capacity, etc. and update when appropriate. The CPE snapshot is done in early November. Courtney indicated if the class shows up with no courses scheduled, the reason is investigated. She also indicated the coding of rooms shouldn't fluctuate too much. • ACTION: Jayna will talk to Connie Ray about the timing of the Facilities inventory survey done by Plant Assets Inventory. • Jayna said she would like to see us identify things that will take awhile for approvals, or awhile to complete, such as data quality issues, retrieving archived data, changing or stopping purge programs and any programming needs. • Jayna said part of the Data Needs responsibility is to identify all systems containing information required for CMDM, identifying the elements needed, how to extract them from the source system, cleanse them, and load them in the data mart. • Jayna said she met with Penny Cox, Mark Denomme and Pam Shelton about smart classrooms. A recommendation concerning Academic Information Technology has been presented to Gene Williams and the Provost, but no action has been taken. Smart classroom data is being maintained in several systems. Penny told Jayna to look at PPD's web site for their list of smart classrooms and contents. Jayna indicated this list was dated June 1997 and includes the equipment in the room, who assigns the room, room condition, number of electrical outlets, whether or not it supports cable TV, and smart classroom information such as video, VCR or laser. • Mark Denomme has set up suggested packages (silver and gold) which can be purchased through Stores. These are only recommendations, and can be changed by the purchaser. • ACTION: Nick will see if the version of the PPD classroom file on their web site is the most recent and let Jayna know. • ACTION: Jayna will talk to Stores about the smart classroom packages available and what people are currently buying. (9/10/02 Deb talked with Clay Sturgeon who said there was a 'suggested' handout for a gold, silver and bronze SC configuration about two years ago. What they've 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 setup except installing power. This must be provided by PPD. Becky Purcell has been contacted (9/11/02 to get copies of the contracts.) • ACTION: Jayna will talk with Connie Ray about establishing a smart classroom database. • Data Quality Sub-Committee

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	<ul style="list-style-type: none"> • Jayna said the last meeting centered on discussions concerning credit hours, student contact hours, faculty contact hours and hours of effort and how these are measured and calculated. Details will be found in the minutes from the meeting. • Policy/Definitions Sub-Committee • Bill said the Policy Sub-Committee had several items needing clarification. • <u>Strategic Indicators</u> – the sub-committee is to determine if any data is required in the data mart to measure or assess any of the Strategic Indicators. • Jayna said she would prefer the sub-committee recommend definitions of terms and statistics, what metrics should be used to measure progress, and new or revised policies for approval by other groups. • General discussion regarding time required for approvals and who needs to approve different items. Jayna requested we identify all items which require approval by the Senate, and take to them at the same time. • Bill asked what <u>high/low demand courses</u> are. Jayna said her understanding is these are ‘sections’ where a need has not been met. A measure was set in the past that if less than X % of a course was filled, then the section was canceled. Each college initiates the cancellation and the determinations to cancel vary by college. Jayna said she would like to be able to produce reports to flag ‘high/low demand’ sections, no matter how they are ultimately defined. • Discussion concerning <u>first-time, full-time student</u>. This is not freshmen only. It also includes students who have AP credit from high school. Gary indicated he tracks students entering in the summer and continuing in the fall, and who have 12 or more undergraduate hours. • Codes in SIS to indicate first time, full-time students: <ul style="list-style-type: none"> • FAP – brand new freshmen (graduated high school in May, entered college in August) • FRX – transfer students with less than 24 hours credit • FPW – freshmen with pre-high school graduation college work • RMP (Readmit Minority Program) – summer program students • Screen 111 Term Record (Registration) • Screen 206 Admit Type • The Council is using the IPEDS definition for first-time, full time student. • Janet indicated Ruby is looking at adding another code for historical tracking. • Bill asked how <u>duplicated counts and unduplicated counts</u> are handled? Jayna gave an example for PSY100 which has 55 sections with several meetings at the same time. Usually there is a large lecture (LEC) class which meets once a week, and then the LAB is a smaller class meeting twice a week for more individualized instruction. The meeting time for meeting patterns for LEC are the same, but LAB are different. For room utilization measures you want to count the hours a room is used for LEC, an un-duplicated count. For total enrollment, you want to count across all sections, duplicated counts. This issue also pertains to History, Calculus and other courses. Jayna said she would like the sub-committee to define rules for duplicated and un-duplicated counts, and situations where each applies. Another example is the need to take out duplicates when counting the number of students when going from a department to college to institutional level. What measures/statistics will require us to eliminate duplicate records. • Discussion regarding activity type. Bill said some courses, like Fine Arts, have an instructor teaching several courses at the same time. The professor is teaching several students, each of varying skill level, and this is not necessarily considered private instruction. • Reports Sub-Committee • No update.

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<ul style="list-style-type: none"> Review element lists and domain values from SIS 	<ul style="list-style-type: none"> Jayna said she would like all requirements and recommendations finalized within the next couple of months.
<ul style="list-style-type: none"> NEXT MEETING: 	<ul style="list-style-type: none"> September 25, 2002, 149 ASTeCC