



ATTENDEES: Jayna Cheesman, Ruby Watts
 PRESIDING: Jayna Cheesman
 PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> Activity type – contact hour to credit hour ratio rules 	<ul style="list-style-type: none"> The CPE has a requirement of 800 minutes per credit hour per term. The CPE does not evaluate contact to credit hours. Ruby is not aware of any SACS rule. This appears to be left up to the institutions. <ul style="list-style-type: none"> ACTION: Jayna will ask Connie if she is aware of any SACS rule regarding contact to credit hours. ACTION: Jayna will ask Jacquie if there is a CPE requirement regarding contact to credit hours.
<ul style="list-style-type: none"> Tuition generation – how do you calculate it at the college level and the department level 	<ul style="list-style-type: none"> Tuition allocation to college and departments <ul style="list-style-type: none"> Tuition of student (net) Look at all their courses by credit hour Calculate tuition per credit hour Calculate tuition for student for each course based on the credit hours for which they enrolled in the course Roll up tuition for course to college owning course PROBLEMS: <ol style="list-style-type: none"> Full-time undergraduate student with more than 12 hours or full-time graduate student with more than 9 hours – when you calculate tuition fee per credit hour, it is less than UK’s published rate which assumes 12 hours for a full-time undergraduate and 9 hours for graduate. Full-time student drops to part-time with penalty – when you calculate the tuition fee per credit hour, it is greater than UK’s published rate. Student drop out completely, (i.e. partial refund) but we don’t keep their courses – Assign tuition money to the <u>college</u> of their major. (Could go down to department of their major. Details not shown on most reports.) Zero credit hour courses – default to 1 credit hour for tuition fee per credit hour. Anytime a course is in <u>dropped</u> status – Assume 1/2 of the credit hours for calculation of tuition fees per credit hour, since student would have paid half (1/2) of the tuition. <ul style="list-style-type: none"> ACTION: Do we need to calculate different fields for students in order to assign/aggregate tuition fees by major and the department owning the course?
<ul style="list-style-type: none"> Instructor roles – define for Connie 	<ul style="list-style-type: none"> Ruby will create the table after Connie and the Provost come up with ‘definitions’ of the various instructor roles. <ul style="list-style-type: none"> ACTION: Jayna will tell Connie a table will be created after definitions are created for the Instructor Roles. Extract Logic: WARNING: When calculating contact hours for faculty members, need to remove duplicates for cross-listed courses, or multiple course studios that meet at the same time and place. DATA QUALITY ISSUE: 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.
<ul style="list-style-type: none"> Delivery mode – at the course or section level; is there anything in 	<ul style="list-style-type: none"> There is nothing in the course description that defines the delivery mode. Delivery mode is defined at the section level. However, the delivery mode needs to be made part of the course description, since Distance Learning courses require special approval. The course description needs to include all possible delivery modes, and the course section level delivery mode would have to be one of these.

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<p>course description for delivery modes</p>	<ul style="list-style-type: none"> ○ ACTION: Jacquie is writing up a proposal about the course description including the delivery mode for Don to take to Dr. Kraemer and eventually to the Senate Council. ○ ACTION: The course descriptions for anything with alternate delivery modes will need to be revised, if the proposal to include the delivery mode in the course description is approved by the Senate Council.
<ul style="list-style-type: none"> • Codes for identifying different “retention groups” – see original #19 recommendation in Policies document 	<ul style="list-style-type: none"> • Based on 3/17/03 meeting with Gary Lindle. • Codes for groups to study retention. FRX – transfer with less than 24 hours is not in the first-time freshman cohort. • <u>Legacy (children of UK alumni)</u> <ul style="list-style-type: none"> ○ Special Program field (RT210) on Screen 111. ○ Started populating this in Fall 2002. • <u>First generation college student</u> <ul style="list-style-type: none"> ○ Screen 208 (MM050), 9th occurrence/flag. ○ Started populating in Fall 2000. • <u>Graduate Students</u> <ul style="list-style-type: none"> ○ Career equals ‘GC’ (RT260 on Screen 111). ○ First occurrence of classification (RT110 Screen 111) – first time that classification appears in the student term record would be the associated ‘cohort group’ ○ ‘GMA’ for Masters level ○ ‘GDU’ or ‘GDJ’ – doctoral level • <u>Professional Students</u> <ul style="list-style-type: none"> ○ Career (RT260 on Screen 111) equals ‘PC’ for Law ○ Career equals ‘PD’ for Dentistry ○ Career equals ‘PM’ for Medicine ○ First occurrence of classification of “PR1” would be the associated ‘cohort group’ • Hybrid: UK says <u>professional</u>, but CPE says graduate, <u>not</u> professional. <ul style="list-style-type: none"> ○ Professional Public Health – classification of ‘GDU’, Career ‘PH’ ○ Professional Nursing – classification of ‘GDU’, Career ‘PN’ • <u>Transfer Students</u> • ‘TRN’ in RT215 (Screen 111) registration type • First occurrence of these “registration types”: <ul style="list-style-type: none"> ○ <u>Transfers</u> <ul style="list-style-type: none"> ▪ 1) ‘TRC’ – transfer from Community College, but CPE is revising a definition of community colleges. Merging technical and community college. They will need to come up with new codes. Ruby said four (4) community colleges are staying the same and others are merging. <ul style="list-style-type: none"> • FICE codes going to change for many community colleges. <ul style="list-style-type: none"> ○ ACTION: Jayna will talk to Connie about the FICE codes changing for the community colleges. ▪ 2) LCC – Screen 211, RB305 <ul style="list-style-type: none"> • Institution code (on the ACT Code the FICE code is an attribute.) LCC institution code is ‘1531’. • Also need to look at the institution they last attended. (RB313 – date) ○ Ruby said TRN is for both 2 and 4 year institutions. Nobody has asked to report on this distinction. But, can look at the institution number above and go to IARRCSI on Screen 035 that indicates the level of the institution (i.e., 2 year, 4 year, etc.)

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	<ul style="list-style-type: none"> ▪ DATA QUALITY ISSUE: May not be able to use the level of the institution. ○ <u>Non-Degree</u> <ul style="list-style-type: none"> ▪ Ruby said they have never been asked to track non-degree students. ▪ Not using RMP (RT215 Screen 011) starting Fall 2002 per CPE. They don't track RMP as an individual group. ▪ Ruby said undeclared majors usually go into the Undergraduate Studies College. Maybe 15 or 20 will wind up in other colleges. Everyone in SIS has to be assigned to a college, even if they don't have a major. <ul style="list-style-type: none"> • DATA QUALITY REPORT: Verify all students in SIS have a college, even if they don't have a major. • GRE scores are in the Graduate School database. • TOEFL – is required to teach. They don't load this into SIS, but we do for undergraduates. <ul style="list-style-type: none"> ○ ACTION: Jayna will talk to Jill Isham about loading TOEFL into SIS.
<ul style="list-style-type: none"> • Table to identify “target dates” for snapshots by term 	<ul style="list-style-type: none"> ○ ACTION: Jayna will get Ruby a list of types of events for taking snapshots. (Completed. List sent to Michelle Nordin 10/21/03.) ○ ACTION: Jayna will work with Michelle Nordin for target dates for snapshots by term.
<ul style="list-style-type: none"> • Formula for student FTE and credit hour generation for Operating Budget 	<ul style="list-style-type: none"> • ACTION: Jayna will reschedule the meeting to discuss how Ruby generates student FTE and credit hour generation for the Operating Budget. (see #2 above). • ACTION: Jayna will review the minutes from other meetings with the Budget people. Angie wants to use ‘credit hour’ generation for the Operating Budget. Student FTE is not used for this any more. • ACTION: Jayna will check how Student FTE is to be calculated. In the past, the Budget Office were the only ones interested in this.
<ul style="list-style-type: none"> • Rules for identifying off-campus locations in SIS at the course level 	<ul style="list-style-type: none"> • Screen 137, value in (RC370) Site Code Sponsor of ‘OC’. This includes Distance Learning courses. • Reporting Type RC279 (delivery mode) – internet courses not taught through Distance Learning. • There is no identifier in SIS that tells us where an off-campus course is taught. • Screen 134, RMT14 building equals ‘OFF’ and RMT16 room equals ‘CAMPU’. <ul style="list-style-type: none"> ○ ACTION: Jayna will do a report of off-campus courses and send it to Bill, so he can give us the location data for off-campus courses. • Screen 137, ‘OC’ in Sponsor Site, but blank in program reporting type (RC279), but can look at course location, but not room and building number: <ul style="list-style-type: none"> ○ RC285 – State ○ UX021 – Country ○ RC287 – County ○ RC289 – City/site • All of these are blank if taught at UK or LCC. • Should use Report Type (RC279) equals ‘02’ for off-campus course, normal delivery. • If ‘OC’ in site code, then ‘location’ fields <u>should not</u> be blank. <ul style="list-style-type: none"> ○ DATA QUALITY REPORT: Any courses with site code (RC370) equal ‘OC’, but blank in state (RC285), Country *UX021), County (RC287), City/Site (RC289). • If internet, then ‘XX’ in state, ‘ZZ’ in country. 125 multiple counties. <ul style="list-style-type: none"> ○ DATA QUALITY: Verify all courses delivered over the internet, have ‘XX’ in State and ‘ZZ’ in Country. Internet courses have a special delivery mode Reporting Type (RC279)or Site Code of ‘OC’.