



Activity Types
5/6/03 – Funkhouser – 1:00 – 2:00

ATTENDEES: Jayna Cheesman, Deb Claunch, Jacquie Hager, Ruby Watts
PRESIDING: Jayna Cheesman
PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Handout 	<ul style="list-style-type: none"> • SIS Course Activity Type Definitions
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Jayna said Connie wants a list of suggested activity types. Jayna said the handout was created based on the committee study done several years ago, and the policy document. • Jayna said there are several items to discuss: <ul style="list-style-type: none"> ○ Should the activity type be defined to reflect the credit hour to contact hour ratio? ○ How should activity types be associated with instructor roles? ○ How is activity type tied to the delivery mode? Which activity types will require a structured, physical meeting location? This will probably be a cross reference table in the CMDM. ○ Automating the above business rules for analytical data quality purposes. • Ruby said the delivery mode cannot be stored at the course level, but does exist at the section level. He said Jacquie must keep a record or table of these elsewhere. This includes a list of courses approved for teaching via the internet. • Jayna said Bill Pfeifle’s area will build the list of courses approved, up to this point, for teaching via the internet. <ul style="list-style-type: none"> ○ ACTION: Who will maintain the list of courses approved for teaching via the internet? • Jayna asked Ruby to create a list of recommended instructor roles for Connie. Ruby said he thought the colleges were going to be asked to provide these. Jayna said the colleges input would be requested, but asked that Ruby create a preliminary list of instructor roles, to include primary, secondary, grader, discussion by TA, etc. <ul style="list-style-type: none"> ○ ACTION: Ruby will create a preliminary list of instructor roles. • Ruby said they use the delivery modes recommended by the Council on Postsecondary Education (CPE). Jacquie said these are not always clear and are not broken down for enough detail. Only one delivery mode can be coded per section. <ul style="list-style-type: none"> ○ ACTION: Jayna will talk to Penny about Data Administration maintaining the tables in SIS that Ruby currently maintains. These are updated on a daily basis, sometimes two or three times a day. This should include all tables in SIS, FES, FRS and HRS. (Completed 5/03. Maintenance of tables will stay in the Registrar’s Office.) • Jayna said a definition for the ratio of credit hours to contact hours is needed. She would like clear definitions that are used consistently. • Jacquie said the course content is approved based on the syllabus. If a syllabus indicates two hours of lab are required each week, then the course should be coded as a lab. Contact hours are also included in the syllabus. If the delivery mode is changed, then the course needs to be redefined or a new course created. • Jacquie said the University Senate is the governing agent for all changes to the courses. She said the Senate can delegate

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	<p>this authority with clarifications to the Provost or Registrar.</p> <ul style="list-style-type: none"> ○ ACTION: Jayna will suggest to Connie that the Activity Type Descriptions be reviewed by Dr. Watt and Bill Pfeifle. • General discussion on the timeframe for cleaning up the activity types. The consensus was they could be cleaned up for the FALL 2004 semester. Depending on the action taken or the timing, if a section is deleted and changed, then all the students in that section would also be deleted. This would increase the work required in cleaning up the files. • Ruby said that STU – Studio is similar to LAB and could be defined with levels 1, 2, 3 and 4. • Delete the following: <ul style="list-style-type: none"> ○ REC – Recitation ○ QUZ – Quiz ○ COP – Co-op (included under EXP – Experiential) ○ CON – Conjoint <ul style="list-style-type: none"> ▪ DATA QUALITY REPORT: Create data quality reports to see if any data exists that has activity types equal to REC, QUZ, COP or CON. • General discussion on HPR – Phys Ed Performance. Most of these courses are now under Kinesiology Health Professions and KHP is also the course prefix. This could change again in the future. It was decided to change HPR to PE. <ul style="list-style-type: none"> ○ ACTION: Change Activity Code HPR to Activity Code PE. • IND – Independent Study – The definition on the handout is ok. • SEM – Seminar – The definition on the handout is ok. <ul style="list-style-type: none"> ○ ACTION: CLI – Clinical – The last sentence on the handout should be deleted. • The Senate needs to define the minimum contact hours for the Non-Standard Activities if they want cost per credit hours. <ul style="list-style-type: none"> ○ DATA QUALITY ISSUE: Several of the non-standard activity types do not have meeting patterns attached to them, so being able to calculate the cost per credit hour may not be possible, if you need to include a percent of the instructor’s salary based on their contact hours. ○ ACTION: Jayna will contact Becky Harp to see if LCC needs to add any activity types to this list. • Jayna asked if there were courses that do not require meeting patterns? Ruby said that Independent Study courses have rooms assigned all the time. • ACTION: Jayna will run data quality reports to analyze contact hours to activity type variations. • ACTION: Jayna will run reports to see if a business rule can be defined. If a course has a meeting pattern you can assume it requires one. If the course does not have a meeting pattern what steps should be taken to determine if it should have a meeting pattern or not.