



Course Management Data Mart
Outstanding Issues
10/22/03 - Funkhouser - 1:00

ATTENDEES: Jayna Cheesman, Debra Claunch, Jacquie Hager, Connie Ray, Ruby Watts
PRESIDING: Jayna Cheesman
PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Handouts 	<ul style="list-style-type: none"> • SIS Records Selected for CMDM dated 10/22/03 • Race/Ethnic Code Translation Table dated 10/22/03 • Gender Code Translation Table dated 10/22/03 • SIS Instructors with no Corresponding HRS ID dated 10/22/03 • SIS Instructors with only "Non-Instructor" Job Titles/assignments in HRS dated 10/22/03
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Jayna asked Ruby and Jacquie to review the handout: "SIS Records Selected for CMDM" to determine if the list is complete and accurate. She said the document is part of the CMDM Requirements document, and she would like to give it to Keith Henry next week to start on. • Jayna said records such as IARRCAI-0 indicate the record has been split into two views or includes translations for coded values. <ul style="list-style-type: none"> ○ ACTION: Jayna will talk with Keith LaVey to verify what is contained in records designated -0, -1, -2, etc. • Ruby said IARRCCS needs to be added. Record IARRCRI does not have the Course in it. IARRCCS, the Course Record, does have the Course and IARRCCS hangs from IARRCRI. <ul style="list-style-type: none"> ○ ACTION: Jayna will add record IARRCCS. (Completed 10/23/03.) • Ruby said record IARRCCD, Course Description, needs to be added. This is where they maintain the online degree inventory record, and where the Course Demand classification will be put. This classification will reflect if the course is required for any programs. <ul style="list-style-type: none"> ○ ACTION: Jayna will add record IARRCCD. (Completed 10/23/03.) • Ruby said record IARRCPR, Valid degrees and majors, needs to be added. This is the IDD record and online record. It includes College, Major, and Degree information and the combinations of these that are valid. The record is built online and manipulated online. <ul style="list-style-type: none"> ○ ACTION: Jayna will add record IARRCPR. (Completed 10/23/03.) ○ ACTION: Deb will extract the metadata for IARRCCS, IARRCCD and IARRCPR. (Completed 11/5/03.) • Jacquie said none of these records include any Financial Aid data. Jayna said this would be part of the Enrollment Management Data Mart. • Record IAARCTC includes the special fee for some courses. For instance, a clinical class may require insurance. This special fee is not part of the tuition. <ul style="list-style-type: none"> ○ ACTION: Jayna will add record IAARCTC. (Completed 10/23/03.) ○ ACTION: Deb will extract the metadata for IAARCTC. (Completed 11/5/03.) • IARRCRI, Cross listed courses. Use Screen 135 to see cross listed courses, RI262 has three (3) occurrences. This is at the

AGENDA ITEM	DISCUSSION
	<p>Course level, not the Course Section. The ownership of the course requested is shown here.</p> <ul style="list-style-type: none"> • Ownership – each course belongs to a college. • IARRCCM, RC283 value in this field is “S” for Sponsor. For room usage analysis, the ‘S’ in RC283 will indicate at section level which course should show up in details of room usage – other sections should be omitted from this analysis. All sections show up in enrollment detail and counts of courses since they are added together. The Course Sponsor shows whose faculty will teach the course found at the Section level. This can change by the allocation of seats changing based on who the sponsor is. For instance, Courses EDP603 meets with Course EDS502. The courses are combined for this semester, but are not cross listed courses. There is only one sponsor. “S” designates the Sponsor, “N” designates Non-Sponsor. The class rolls go to the Sponsor. • DATA NEED: Put “*” by cross-listed course on the room usage reports. • DATA NEED: Flag the usage detail records as either ‘non-sponsor’/‘sponsor’ so we can determine which sections appear on room usage reports. Only show one of the cross-listed courses on the reports. • ACTION: Jayna will ask Keith LaVey how only showing one of the cross-listed courses works on the drill-down/up. • DATA NEED: For course sections that meet same time and place, and are <u>not</u> cross-listed, list lowest ‘section’ number on the usage detail and on reports. • DATA NEED: Flag the lowest course ‘section’ for course sections that meet same time and place that are not included on the room usage reports.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> ○ ACTION: Ruby will get Tonya’s table that cross references SIS DLTC delivery modes and those used in SIS and send to Jayna. ○ DATA NEED: Jayna will add the SIS DLTC delivery modes and those used in SIS to the cross reference table Appendix. • Connie Ray said Connie Baird is going to review the SIS delivery mode codes to see if we want to revise them. Connie Baird also wants to code these based on the primary delivery mode of the course, which agrees with what the CMDM Committee recommended. • Jacquie said they are not currently coding on-campus courses with DLTC delivery modes. Only off-campus courses that include 200 section level courses at LCC, and course site code equals “off campus” indicate off-campus courses that use the DLTC delivery modes. • SACS recommends on campus courses over 50% also be coded. <ul style="list-style-type: none"> ○ DATA QUALITY: Verify use of DLTC delivery modes on both on/off-campus courses. ○ POLICY ISSUE: Recommend that the DLTC delivery mode be collected even if the course is on campus. ○ ACTION: Jayna will add to the Policy Document that only off-campus courses are being coded with DLTC delivery modes, and include the above recommendation that on campus courses be coded in the same way.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Jayna discussed the Smart Class classification levels. She said Andy Spears and his group are currently doing a sample audit of the smart classrooms to see if the Smart Classroom database developed by Debra Claunch requires any changes. Jayna said the classification levels, (Network, Electronic, Multimedia and Interactive) build on the level below in a hierarchical fashion. • Jacquie said some rooms share equipment and could become ‘Smart’ if the equipment is requested. These are in the Classroom Building only. • Jayna said the Interactive TV rooms are primarily Distance Learning classes. • You can have a multimedia class that is not networked. A multimedia classification does not necessarily build on an electronic classification. • The suggestion was to keep these four classifications, but allow multiple responses. <ul style="list-style-type: none"> ○ ACTION: Deb will revise the Smart Class classification levels based on the discussion and send to the group for

AGENDA ITEM	DISCUSSION
	<p style="text-align: center;">review. (Completed 10/23/03. Two categories, Electronic Networked and Multimedia Networked were added.)</p> <ul style="list-style-type: none"> • Jayna discussed the Gender and Race/Ethnic code handouts. She said these handouts compare the values in SIS and HRS and proposed values for the Warehouse. • For Gender, “U” will be used for “Unknown”. Ruby said they always have a value in SIS. The name may be used to determine the gender. • Jayna asked if the Race/Ethnic codes in SIS should be translated to the value proposed by OMB (Office of Management and Budget), or stick with the SIS codes. She said OMB is proposing to split Asian and Pacific Islander into separate categories, but they are one combined category in SIS. • Ruby said there is a Nonresident Alien code if they report it. <ul style="list-style-type: none"> ○ DATA NEED: Values of Citizenship Code to determine Asian or Pacific Islander distinction in conjunction with Race Code. ○ ACTION: Ruby will send Jayna the table that identifies which citizenship codes are Asian, and Pacific Islander.
	<ul style="list-style-type: none"> • Jayna said HRS is the official system for SSN and name. • SIS will be used for Race/Ethnicity, because it is more specific. If SIS equals Mexican and HRS equals Hispanic, the SIS code will be used because of the higher specificity. <ul style="list-style-type: none"> ○ TRANSFORMATION: Convert all blank Race/Ethnic codes in SIS to U. ○ TRANSFORMATION: Convert all Race/Ethnic codes equal “N” in SIS, to U in the Warehouse. • For gender discrepancies between SIS and HRS, HRS will prevail. • Ruby said the next release of SIS will allow the SSN to be in a separate table, but the SCT software will now allow only an alternate ID. The alternate ID is always the SSN. If there is no alternate ID, then assume the primary SIS ID is the SSN, unless the ID starts with “88”. Some people do not have a SSN. • Jayna said Chris Donahoe said the official building name from the Building file will be the building name used in the Warehouse. <ul style="list-style-type: none"> ○ ACTION: Jayna will schedule a meeting with Jacquie to discuss the rest of the Room data quality issues. (Completed 10/22/03. Scheduled for 10/31/03, but rescheduled for 11/10/03.) ○ ACTION: Ruby will send Jayna the SIS to Plant Assets building cross reference. (Completed 10/30/03.) ○ ACTION: Ruby will send Jayna the academic to financial department cross reference. (Completed 10/30/03.) ○ DATA QUALITY: Jayna will do a report of any mismatches between academic and financial departments information on course instructor and HRS assignment records. • Jacquie said the SIS buildings are named to help students find the buildings, and these do not always match the ‘official’ building name. Jayna said these names would not be changed in SIS.
	<ul style="list-style-type: none"> • Jayna reviewed the handout: “SIS Instructors with no Corresponding HRS ID”. She said the SIS IDs do not exist in HRS. Jayna said Mike Carter tried to do a manual match based on name. The shaded areas indicate records where a match could not be found. These need immediate attention. Connie said it looked like some of these people were gone, dead, or perhaps in a no-pay status. <ul style="list-style-type: none"> ○ ACTION: Ruby will review the “SIS Instructors with no Corresponding HRS ID” handout and have answers in a day or two. ○ ACTION: Jayna will review Mike’s handout on the above reports to see if he was only looking at ‘active’ people. ○ ACTION: Jayna will get a list of employees from Brenda McCool. ○ ACTION: Jayna will schedule a follow-up meeting for Items 8 and 9. (Completed 10/22/03. Scheduled for 11/3/03.) ○ DATA NEED: Missing meeting pattern data: <ul style="list-style-type: none"> ▪ Missing location – default to ‘dummy’ room, but can still calculate contact hours.

AGENDA ITEM	DISCUSSION
	<ul style="list-style-type: none"> ▪ Missing time – can't calculate contact hour if 'day' and/or 'time' missing. ▪ Missing location and time – flag on CMDM records, and don't use. If 'TBA' is in day or time, then truly is "To Be Arranged" and won't have data.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Next Meeting: November 3, 2003, 1:00 pm.