



Outstanding Issues
11/21/03 – Gillis Bldg. – 12:30

ATTENDEES: Jayna Cheesman, Deb Claunch, Connie Ray
PRESIDING: Jayna Cheesman
PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
•	• ACTION: Check with Mike Cantrell on 'instructor role' programming changes in SIS. (Task List as of 11/24/03 says not assigned. Email sent to Mike on 11/24/03. Mike confirmed on 12/9/03 this is still not assigned.)
•	• 15) Is a course section or course in blackboard? Do you want to know if all or non-cancelled sections are in Blackboard? o ACTION: Ask Frank Solomon about Blackboard course data. (Completed 11/24/03. Frank sent file format.)
•	• 16) Should the 'individual' instructor and 'no classroom' flags be only at the section level or also the course? (Delaware Study). Per Gary Lindle's logic. o Instruction Type at the section level ▪ Type 'I' – independent study instruction ▪ Type 'L' – lab instruction ▪ Type 'O' – traditional instruction o Instruction Type at the course level - number of sections of each type ('I', 'L', 'O') o Classroom Requirement at the section level - flag is 'Y' or 'N' o Classroom Requirement at the course level - number of sections at the course level where flag is 'Y' o ACTION: Check with Ruby about instruction types.
•	• 17) Criteria for FT/PT status for enrollment, tuition and financial aid. Do I need credit hours too? What are rules for each? (Ruby, Lynda George) o Multiple FT/PT – need credit hours for tuition, enrollment and financial aid. Use attempted and earned.
•	• 18) From courses dropped before first day to add, do we want to stop deleting this in SIS, or use the VIP log data to reflect these? Makes the logic more complex. o ACTION: Check with Mike Cantrell to see what impact there would be for retaining courses dropped prior to the first day of class.
•	• 19) How are summer term faculty paid in HRS? Not part of their normal assignment. • Greasley's area transfers money to hiring department to pay Summer faculty, but not sure if it's a lump sum or second assignment. o ACTION: Connie will check if the money transferred for Summer faculty is a lump sum or second assignment.
•	• 20) Is there a term table in SIS that translates the 5 character term code to English version or do I need to build one? o ACTION: Talk with Ruby.
•	• 21) How do I handle '0' (zero) credit hour courses for tuition calculation. Can't divide by zero for average tuition per credit hour.

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	<ul style="list-style-type: none"> ○ If '0' credit hours for graduate and they are considered FT for tuition, then assume '9' credit hours for calculation of tuition/credit hour.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 22) Do we need a separate element at the meeting pattern, section and course level to track room usage hours/contact ours by day of the week? Do I use actual class time or the "padded" time allocating minimum 10 minutes to change classes? <ul style="list-style-type: none"> ○ Usage hours by course/section ○ Usages hours by room ○ Usage hours/section by the hour of the day (M-Su) ○ Usage hours/section by start time (6:00 AM to 10:00 PM) ○ Use 'actual' class hours, not extended ○ 8 – 9:15 course section crosses both 8 – 8:59 and 9 – 9:59. ○ Use start time to designate the 'hour of the day' ○ Actual hours – also calculate the number of minutes by hour range by room (6:00 AM to 10:00 PM) <ul style="list-style-type: none"> ▪ ACTION: Count sections/course as well as actual hours for above metrics.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 23) Do I need to have student cohort group by term, or track year of original cohort? • Student always in same cohort group. Don't need at term level, except when student changes careers. (i.e. undergraduate to graduate), but don't really track graduate students this way. Cohort group only set each Fall. If a student starts as a new freshmen in Summer, then will be in Fall Cohort. New freshmen in Spring are not in any cohort, so we need to account for missing data.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 24) Should course tuition element be 'CRS_TUIT_REV_AMT' or 'CRS_TUIT_CHG_AMT'? • CRS_TUIT_REV_AMT. Only use 'CHG' at student detail record.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 25) How do we set 'demand code' at course section level? Based on the number of Closed Course messages to the number of maximum enrollment, or other? <ul style="list-style-type: none"> ○ Course section level – demand category based on the number of students who got the Closed Course versus the total # of Closed Course messages. <ul style="list-style-type: none"> ▪ Keep same percentage range for demand matrix for course level from last week ▪ Keep 'numbers' range same for graduate/professional as at the course level ▪ Make 'lower' course closed course student ranges 0-3, 4-9, 10+ ▪ Make 'upper' course closed course student count ranges 0-2, 3-7, 8+
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 26) At what point do you want me to convert minutes to hours? Lose detail in rounding. <ul style="list-style-type: none"> ○ Email sent to Connie 11/24/03.
<ul style="list-style-type: none"> • Outstanding Action Items dated 11/7/03 	<ul style="list-style-type: none"> • 38) Jayna will talk to Connie Ray about what to use as a basis for reporting major and minors (i.e. the degree record IARRCRA or the student's record IARRCRT. <ul style="list-style-type: none"> ○ Use which ever records to report degree/major/minor data as we use to report externally. <ul style="list-style-type: none"> ▪ Use degree record for reports drilling down on degree statistics ▪ Use student term record for drilling down on course section to student demographics on degree, major and minor. (Use 1st degree, 1st major, 1st minor) • 41) Jayna will talk to Connie about combining the 4-week and 8-week summer terms. <ul style="list-style-type: none"> ○ Connie said to keep separate, but we need to ensure there are no dependencies between the two for determining FT/PT status or tuition assessment. <ul style="list-style-type: none"> ▪ ACTION: Jayna will talk to Linda Bradford or Ruby Watts about FT/PT depending between summer terms and tuition calculation. • 50 and 51) Jayna will ask Connie if retention should be tracked at the graduate and professional level.

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	<ul style="list-style-type: none"> ○ We do want to start doing retention analysis on graduate students, but not a priority right now. Professional not a priority. ○ NEW ELEMENT: Record to indicate terms in which student is enrolled to track retention. Only want to worry about students who were first-full-time freshmen since Fall 1998 (includes students from Summer). ○ ACTION: Ask Barry how these 'Summer' people were coded starting Fall '98. • 56) Jayna will ask Connie if we need to calculate student FTE for external reports, if we have only used this in the past for the Operating Budget. <ul style="list-style-type: none"> ○ Yes, we do external reporting on student FTE. • 58) Jayna will talk to Connie about the CPE changing the institution FICE codes for many of Kentucky's community colleges, as they're merging them with some of the technical schools. Only 4 will remain solely community colleges. <ul style="list-style-type: none"> ○ ACTION: Make sure the new FICE codes for the community colleges are reflected in CMDM. These are needed for 'prior university'. Make all codes new codes in CMDM. ○ ACTION: Jayna will talk to Ruby about Community College FICE code changes.