



Course Management Data Mart

Policy Issues

12/12/03 - Funkhouser - 2:30 – 4:00

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

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • 'Foreign National' element 	<ul style="list-style-type: none"> • Jayna said Connie decided in a meeting on 11/14/03 that we do not need an element to flag foreign nationals in the Warehouse. Ruby said Foreign nationals are those who are not a citizen of the U.S., but may have a green card, or a visa type that prevents them from obtaining permanent residency. There is something in HRS, the I9 information to indicate their status. A foreign student visa is not eligible to establish residency. • Element AA100 – Foreign student flag <ul style="list-style-type: none"> ○ If 'Y' – means has a visa that cannot establish residency ○ If 'N' – means U.S. citizen ○ If 'P' – Political foreign national ○ If 'R' – Refugee foreign national • Ruby said foreign nationals can be determined in SIS, but there is not a field to track this. <ul style="list-style-type: none"> ○ ACTION: Jayna will find out how foreign national faculty and staff are identified in HRS. ○ ACTION: Jayna will add a new element in CMDM for Foreign National. ○ DATA NEED: New element for Foreign National.
<ul style="list-style-type: none"> • Faculty FTE 	<ul style="list-style-type: none"> • Jayna said that at an earlier meeting Connie decided the FTE for a course section should equal 1.0 FTE. Ruby said the Medical Center sometimes has two instructors for a course section, and both get 1.0 FTE. Both instructors have to be there at the same time. Connie said if this was the case, then we would have to accommodate this. • Ruby said if there are two activities within one meeting pattern, Lecture and Clinical, the system cannot capture both activities. The first activity can capture both instructors (all instructors). • Connie asked about Schedule 25 and what it tracks. Jayna said she has not had time to review the system yet. • Connie said she has a concern about team teaching, where one instructor is there the first time, and the other instructor is there the next time. In these cases, the FTE should still be equal to 1.0 FTE. <ul style="list-style-type: none"> ○ REPORT: Jayna will run a report of course sections whose instructor FTE is greater than 1.0.
<ul style="list-style-type: none"> • Course Section Demand Matrix 	<ul style="list-style-type: none"> • Regarding the Course Section Demand Matrix, Jayna asked if a student tried to get a course such as ENG101, which has many sections, and is a University requirement, but was unable to get in any of the sections, would this be considered a low demand? • Ruby said we would need a mechanism to see the requirements for the majors and the courses needed. <ul style="list-style-type: none"> ○ ACTION: Change names on STU_DEMAND to UNMET_STU_DEMAND.
<ul style="list-style-type: none"> • Fixed versus Variable Credit 	<ul style="list-style-type: none"> • IARRCRC, Element RC065 is the element to indicate whether credit hours are fixed (F) or variable (V). Ruby said Fixed only has a minimum. Variable has a minimum and a maximum. <ul style="list-style-type: none"> ○ DATA QUALITY REPORT: Report to audit minimum and maximum hours requirements based on 'fixed' or 'variable' credit hours flag.
<ul style="list-style-type: none"> • Blackboard Data Extract 	<ul style="list-style-type: none"> • Jayna contacted Frank Solomon about extracting the Blackboard data, since people have asked to report on this data. The data is not in a 1:1 relationship with the course section records in SIS. Frank said they are in the process of upgrading the machine and it will be awhile before the extract is available. Blackboard started in Distance Learning.

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	<ul style="list-style-type: none"> ○ DATA NEED: Blackboard entries should be tracked at the section and course levels.
<ul style="list-style-type: none"> • Logic for All FT/PT Calculations 	<ul style="list-style-type: none"> • Jayna said we will be capturing Full-time, Part-time, credit hours and grade types which go into determining Financial Aid status. <ul style="list-style-type: none"> ○ ACTION: Jayna will work with Ruby to define the logic for calculating tuition, enrollment percent and financial aid FT/PT, and credit hours. • Ruby said Attempted Hours should be used for Financial Aid FT/PT status, since audit courses don't go into Attempted Hours. • Ruby said some zero credit courses are charged tuition.
<ul style="list-style-type: none"> • Courses Dropped Before Last Day to Add 	<ul style="list-style-type: none"> • Jayna said SIS purges the data for courses dropped on or before the last day to add a class. If a course is dropped on or before the last day, the course is deleted. • This was done 1) originally due to disk space issues, and 2) if a student drops ENG101 early and then later tries to add a section of ENG101, the system still holds a pointer to the course and won't let the student add the other section. Therefore when a student drops a course, it is deleted from the log. • If a student is in a course at any time, then they should not be included in the calculation of the unmet need. • The audit record will show every time a student is in a course and every time it is dropped. Two (2) years of data are kept. • IARRCRG is the audit record. <ul style="list-style-type: none"> ○ ACTION: Jayna will work with Ruby to identify the element (to identify if a course is dropped on or before the last day to add a class) in the IARRCRG record, since they are not written to Oracle at this time. ○ DATA NEED: Element in the IARRCRG record to identify if a course is dropped on or before the last day to add a class.
<ul style="list-style-type: none"> • Term Table 	<ul style="list-style-type: none"> • Ruby said the Term table that has the English translation of the codes is IATA020 and Element RT005 is the description of the translations. <ul style="list-style-type: none"> ○ DATA NEED: Term table that has the English translation of the codes (Element RT005, IATA020).
<ul style="list-style-type: none"> • Zero Credit Course 	<ul style="list-style-type: none"> • UXTUX201 has courses that are taught for zero credit and for which we charge tuition. These are not always considered full-time. <ul style="list-style-type: none"> ○ ACTION: Jayna will add the credit hours charged for tuition purposes on a zero credit course, to the credit hours for normal courses, in order to calculate tuition per credit hour for the student. ○ DATA NEED: Credit hours charged for tuition purposes on a zero credit course, added to the credit hours for normal courses, in order to calculate tuition per credit hour for the student.
<ul style="list-style-type: none"> • Demand Code of Course Section 	<ul style="list-style-type: none"> • Ruby said some courses may meet one (1) hour, but 12 hours are put in to meet full-time enrollment. • ADD PERFORMANCE MEASURE: Number of students who got the closed course to maximum enrollment. • ADD PERFORMANCE MEASURE: Ratio of closed course messages to students who got messages. Also use this in Student Demand Matrix for the course section.
<ul style="list-style-type: none"> • Holiday Calendar 	<ul style="list-style-type: none"> • Ruby said Raleigh has the calendar of holidays used in the batch programs for contact hours by term. <ul style="list-style-type: none"> ○ ACTION: Jayna will talk with Raleigh about the calendar of holidays used in batch programs for contact hours by term. (Completed 12/13/03. He has the logic to determine holidays. DA will need to generate the table.) ○ DATA NEED: Create table of the calendar of holidays used in batch programs for contact hours by term.
<ul style="list-style-type: none"> • Double Degree Flag 	<ul style="list-style-type: none"> • RRA98 is the Double Degree Flag. Ruby said this is not being used. <ul style="list-style-type: none"> ○ ACTION: Jayna will check the spreadsheet to make sure element RRA98 is listed as not in use. (Completed 12/22/03.)
<ul style="list-style-type: none"> • Multiple Degree Issue 	<ul style="list-style-type: none"> • Degree Award record – there could be multiple records for one person. The degree information is also on the Term Record, but can only have 2 degrees per record. Ruby said some students get three (3) degrees in a term. Ruby said a student can get two (2) BAs or two (2) BSs in the same term. Jayna asked how to determine which is the first or second degree listed in reports. Ruby said to ignore the issue of first or second degree at the award level when generating statistics on degrees awarded. Consider each a unique record and don't worry about duplicates for one person. Want to count all awarded degrees.
<ul style="list-style-type: none"> • Appointment Series 	<ul style="list-style-type: none"> • DATA QUALITY NEED: 'TA', 'Other' – Add to Appointment Series element only in DWE.
<ul style="list-style-type: none"> • IARRCRT versus IARRCRA for Degrees 	<ul style="list-style-type: none"> • Screen 117, you can enter a 3rd major in the far right column, which is data on the Degree Award (IARRCRA) record. • Majors can't be added here, they go to the IARRCRA record. • Award verification or checking award status can be made using Screen 117 with element RRA82 Checkout Status. <ul style="list-style-type: none"> ○ 1 – Filed application for degree

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	<ul style="list-style-type: none"> ○ 2 – Preliminary check out status ○ 3 – Final checkout status for posting degree (Have to have this value to post a degree.) ● Don't worry about element RRA82. Use Degree Awarded Status RRA88. ● Element RRA80 Degree Checkout term (5 characters) ● RRA78 Degree Checkout term (3 characters)
<ul style="list-style-type: none"> ● Instruction Codes 	<ul style="list-style-type: none"> ● Jayna said Gary Lindle uses the following to identify 'organized classes' for the Delaware Study. <ul style="list-style-type: none"> ○ I – Independent Study ○ L – Lab courses ○ O – Other courses ● Connie thinks this covers all types of instruction.
<ul style="list-style-type: none"> ● Canceled Courses 	<ul style="list-style-type: none"> ● Jayna asked if 'canceled' courses should be excluded in the calculation of the performance measures, except when drilling down on the course section status (open, closed, canceled). ● Ruby said there could be closed course messages on canceled courses. ● Course demand uses the cancel status, and canceled courses will need to be included for the 'demand' statistics. <ul style="list-style-type: none"> ○ REPORT: Jayna will run a report of the characteristics of courses that get canceled to determine which performance measures should include 'canceled' courses. ○ ACTION: Jayna will talk with Connie and go through the Performance Measures to determine where the 'open', 'close', 'cancel' status at the section level is required. ○ PERFORMANCE MEASURES: Statistics to include canceled course data: <ul style="list-style-type: none"> ▪ Demand ▪ Characteristics of courses that get canceled ▪ Drilldown course – section – section status.
<ul style="list-style-type: none"> ● Part-of-Term Courses and Meeting Time Statistics 	<ul style="list-style-type: none"> ● Look across term by day/hour on counts and contact hours. <ul style="list-style-type: none"> ○ DATA NEED/PERFORMANCE MEASURE: Need to separate part-of-term and full-term course, on weekly analysis, but can merge for term and room statistics. ○ DATA NEED/PERFORMANCE MEASURE: Do a calculation on part-of-term meeting patterns considering dates. Add to the logic on eliminating duplicate meeting pattern records.