



ATTENDEES: Nick Arnold, Mike Carter, Jayna Cheesman, Debra Claunch, Jacquie Hager, Courtney Higdon, Ruby Watts
PRESIDING: Ruby Watts
PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • DQ Tickler 	<ul style="list-style-type: none"> ▪ Jayna reviewed the items on the Data Quality Tickler to ensure everything has been addressed. She said she would write up the data quality requirements. ▪ Room number formats: <ul style="list-style-type: none"> ▪ There will be three (3) room numbers in the Facilities file, (one current and two new.) The 6-character field in the Facilities file is currently used for reporting to the CPE. A 10-character field, comprised of a 3-character prefix, 4-character room number, and 3-character suffix, is the logical structure in the MC database. A 15-character field, will be used to reflect the physical room number 'signage'. The latter two will need to be added to the Facilities file. ▪ Nick said he feels PPD should be responsible for updating the data warehouse with cost information associated with these rooms. In essence, PPD is having to write their own Space System to consolidate information from several systems on campus. Costs are generally based on square or cubic footage. PPD would have to work with Plant Assets to coordinate this effort. PPD physically attaches the tags to the rooms. ▪ Jayna said the data warehouse will use the Facilities 6-digit room code with cross-references to the 10-digit and 15-digit room codes for linking to other systems. With different users and different audiences, all formats will need to be available. ▪ Difference in seating capacity stored in Facilities versus SIS: <ul style="list-style-type: none"> ▪ The seating capacity is part of the inventory the Registrar's Office is conducting for rooms coded 110 and 210. Information in the Facilities file and in SIS should be the same and will be reconciled. The SIS file is driving enrollment. <ul style="list-style-type: none"> ▪ ACTION: Jacquie will meet with Brian Privitt regarding seating capacity discrepancies between the SIS and Facilities files. ▪ Building inconsistencies: <ul style="list-style-type: none"> ▪ Ruby will build a cross-reference table between the Building and Room fields in the Facilities file and the Building and Room fields in SIS. After some discussion it was decided, the cross-reference should also include the Building Name. <ul style="list-style-type: none"> ▪ ACTION: Ruby will add Building Name to the cross-reference table between Facilities and SIS. ▪ ACTION: Jayna will give Ruby access to the Building and Room Files (rwatt01). ▪ Room use code inconsistencies: <ul style="list-style-type: none"> ▪ This will be addressed as Phase II of the room inventory by the Registrar's Office. ▪ Old data in Facilities being archived and not available: <ul style="list-style-type: none"> ▪ Five (5) years of archived data will be reloaded. No further purges of the data will take place, as we will be adding a flag for active/inactive to the Facilities files. ▪ Course meeting patterns: <ul style="list-style-type: none"> ▪ The activity types will need to be cleaned up. Business rules for when a meeting pattern is required will need to be written.

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	<p>An “R” activity type needs approval.</p> <ul style="list-style-type: none"> ▪ ACTION: Ruby and Jacquie need to define the Activity Types that will need Senate approval. This should include what is being recommended, and why it is being done/requested. ▪ Facilities – flag to indicate if chairs are fixed or mobile. <ul style="list-style-type: none"> ▪ Jacquie is making a note of this during the room inventory. ▪ Instructor ID (not all faculty and TAs identified in SIS; ID not the same in SIS and HRS): <ul style="list-style-type: none"> ▪ Jayna said a cross-reference table containing all the IDs a person has had would need to be built. This should include the ID reported to CPE, and the current ID on all records. ▪ General discussion on social security numbers reported to the Council for foreign students. The first time a dummy number is reported. After the student obtains a real SSN for some other reason, this number will be reported. The old number is retained in the system, so it cannot be issued again. ▪ Room ownership: <ul style="list-style-type: none"> ▪ Jayna said the responsibility for scheduling rooms coded 110 and 210 had been given to the Registrar. The Registrar is responsible for scheduling these rooms, but does not own the rooms. Jacquie said the departments think the Registrar will be paying for maintenance and upgrades, and this is not the case. ▪ Changes over time regarding institutional ownership: <ul style="list-style-type: none"> ▪ Department numbers are often reused even if the definition and/or title of the department changes. The College of Architecture has been changed to the College of Design, using the same department number. When a department moves from one area to another, they will often keep the same name, but get a new department number. The Library moved from IT to the Provost area and the same number was kept. This makes it difficult to sort by department number. Computing was in A&S and is now part of Engineering. <ul style="list-style-type: none"> ▪ ACTION: Jayna will talk with Connie about reorganizations, departments merging or splitting. This information is not in a table and cannot be joined to financial information. (Completed 12/12/02. Connie agreed it would be virtually impossible to try to account for organizational changes over time in the Data Warehouse. Jayna told her we would at least like to document these changes in the metadata, so the users will have some information to help them understand significant changes in the data due to organizational changes.) ▪ Ruby said the course data has a pointer showing where the course originated from and where it went. ▪ Nick suggested building a table of changes. <ul style="list-style-type: none"> ▪ ACTION: Data Administration will be responsible for building the metadata to describe this information. However they will need information from campus departments to do this. ▪ How are LCC courses identified: <ul style="list-style-type: none"> ▪ Jayna asked how LCC courses are identified. Jacquie said to use the CM academic unit code. She said they were all LCC courses coded CM. Some courses being taught at LCC are also available through UK, and have a different academic unit. Each class has a section number. If the course is only offered by LCC, the Career Code will be “UM”. ▪ Loss of records of dropped courses prior to the last day to add a course (Oracle log): <ul style="list-style-type: none"> ▪ The day after the Last day to Add a course, the record is frozen. Two years of registration audit records are kept in the system, and all purged records are available. Screen 159 displays these records. If I want to extract courses dropped before that date, I will need to extract these audit records. ▪ Possible duplication of MC data in Schedule 25 and SIS: Not discussed. ▪ MC is not using the Registration Type flag in SIS that indicates a first time student: <ul style="list-style-type: none"> ▪ SIS Screen 208, Flag 9, does not roll to the student records. Medical students are not flagged as first time students since

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	<p>this is not their first enrollment at this level. This applies to other professional schools as well. This information is not entered on the Admissions side.</p> <ul style="list-style-type: none"> ▪ POLICY ISSUE: A definition of a first-time student at the level of degree being pursued (undergraduate, graduate, professional) is needed. ▪ Major versus Degree program: Some majors don't appear to be attached to a degree: <ul style="list-style-type: none"> ▪ SIS Screen 111 does not allow the third major to be tracked. This cannot be accomplished without major changes to the system. Jayna said the metadata may be able to address part of this. A student may have a major that is not recorded and could be in the Enrollment file with a primary and secondary program. Ruby said a student could get a Health Science Degree, which could include either a PE major, or a Finance major. Courtney said this is not an issue. The Council allows reporting of two degree programs with 2 majors per degree. ▪ Faculty information (rank) should be pulled from HRS, as SIS elements may not be correct: Not discussed. ▪ Definition of contact hours: Deferred. ▪ Can only look at total contact hours because LEC and LAB contact hours equal total meeting pattern hours....: Deferred. ▪ Problem with percent allocation on instructors: <ul style="list-style-type: none"> ▪ Ruby said he has spoken with Connie and she said the percentages should add up to 100%. If the Lecture is 75% allocation and the Lab is 25% allocation, and there are multiple instructors for the Lecture, the total of the Instructor's allocation should add up to 75%. ▪ Definition of student full-time, part-time status: <ul style="list-style-type: none"> ▪ This applies to definitions for enrollment status, status as it relates to financial aid, and tuition revenue. Ruby said Table UXTUX201 is used for reporting to the Clearing House. Jayna said perhaps the warehouse could have multiple FT/PT flags – one for each. The metadata would have to explain that if the enrollment flag is used for financial reporting, the data would not be valid. Departments would not be able to do revenue projections. Financial Aid uses a zero course credit file. The first year of a student doing their dissertation is considered a zero credit course, but they are eligible for financial aid for things besides tuition, such as housing and living expenses. ▪ Definition of attempted hours: Jayna said the metadata would have a definition of attempted hours. From the last day to add a course through two weeks after, it will show as dropped. After this time period, it will show as withdrawn. Any courses dropped prior to the last day to add a course do not count as attempted hours.
<ul style="list-style-type: none"> • Next Meeting 	<ul style="list-style-type: none"> ▪ January 8, 2003, 149 ASTeCC