



July 18, 2002 - 12A Funkhouser- 9:00-10:40

ATTENDEES: Mike Cantrell, Jayna Cheesman, Deb Claunch, Ruby Watts

PRESIDING: Jayna Cheesman - Chair

AGENDA ITEM: Identify records, tables and elements in SIS required for the Course Management Data Mart.

SIS Data:

Record/ Table	Screen	Hangs from	Description/Notes
	1C7		Displays room usage maintenance commitments by term
	112		Home Academic Unit – this is the AU (academic unit) on which the student is reported. Host Academic Unit is also here.
	621, 622, 627		Degree Audit
	116, 159		Attempted and earned hours. If dropped - is not included in attempted hour calculations. If withdraw – is included in attempted hours, but no credit for course.
	1C5		Room Profile ('Smart Classroom' in title/description of room. Ruby said they could create smart classroom code on 1C5 in special feature (AAF32) or special equipment (AAF34) fields. Mike said you would need to know if the equipment is permanent or temporary within the room.
IAARCAA	010		Student demographics.
IAARCEA	010		Student demographics.
IAARCRA	112?		Privacy flag.
IAARRCD	135	IARRCRI	Course description – lengthy definition of what the course is.
IAARRCD	155	IARRCRI	Description of course.
IAARRCRC	131, 132, 129, 137		Course Section record Non-traditional courses (delivery mode)
IARRCCM	129	IARRCRC	Combined sections/cross listed courses.
IARRCIC	130	IARRCRC	Instructor for section. Up to 100 allowed.
IARRCIN	1C1	IARRCIC	Instructor record – basic level of course they can teach. SSN, name and department of tenure are usually right. Some faculty have multiple tenure departments. Faculty rank should come from HRS since it is more up-to-date. TA, PTI, Instructor, Assistant, Associate,

			Professor.
IARRCMT	134	IARRCRC	Section meeting pattern.
IARRCP	141	IARRCRI	Prerequisites for the course.
IARRCPR	1A3		Degree table. CIP code for external reporting
IARRCRC	129, 131, 132, 137	IARRCRI	Delivery mode information. Section record containing delivery mode, etc. Combined with inventory record information(?).
IARRCRG			Audit record for add/drop. If drop before last day to add, then CSP record deleted. However audit record is purged every year or two. Raleigh may have this on tape. CSP record in FOCUS, but audit record is not.
IARRCRI	125		Course title, course level indicator, course credit hours, etc. Has versions for history containing beginning and ending dates. All sections offered come from this record.
IARRCRT	011		Student major, degree by term and academic unit. Problem with multiple AUs and 'double counting' student.
IARRCS		IARRCRI	Who owns the course. Includes course number. Archival records hang off this, but we don't maintain them.
IARRCSP	106, 104		Effective enrollment date. Course/student enrollment record.
IARRCSR	143	IARRCRC	Section restrictions. Includes major and priority restrictions at the section level. Defaults to IARRRM values, but can be changed at the section level.
IARRCSX	136	IAARRCRS	Freeform text record for course. This is information to be printed before and after section information for the Schedule Book. RSX22
IARRRM	142	IARRCRI	Restrictions on who can take the course – certain majors can take this course, etc.
IATA0030			College table (IDD table).
IATA0032			Department table (IDD table).
IATA0042			Degree table (IDD table).
IATA0044			Major table (IDD table). Includes Department and Department is Owned by College.
IATRMT14			Building table (IDD table).

Data Quality Issues:

1. Faculty information (rank, etc.) should be pulled from HRS, as SIS elements may not be correct.
2. Definition of contact hours. Picks up from Screen 125. Contact hours is not always equal to the time spent in classroom or lab.
3. Can only look at total contact hours because LEC & LAB contact hours equal total meeting pattern hours, but can't tell which meeting pattern is LEC & LAB. Not putting LEC and LAB separately, because SIS doesn't force students to take both the lecture and lab.
4. Ruby discussed problem with percent allocation on instructors. Sometimes greater than 100% if all instructors required for every class. Need to determine the number of instructors, cost based percent, contact hours based on percent, rank, etc.
5. Definition of student full-time, part-time status. Some courses may be 1 hour, but yet student is considered FT. (SIS could have wrong status.)
6. Definition of attempted hours – don't count dropped courses. If withdraw, then it is counted as attempted. Timing of snapshots is critical.
7. Faculty/student ratio calculations. Need definition for how multiple faculty and percent allocation are handled and calculated.

Data Quality Reports:

1. Compare status for students in courses where the credit hours do not indicate the course being only part-time. (See #5 above in DQ Issues). Ruby said they can change the historical data.
2. If only one RT (one AU), then populate Home AU by default. If more than one RT (multiple AU), Home AU must be populated.
3. Number of instructors in a course and percent allocation of effort.
4. Cost by percent of instructor effort.
5. Contact Hours by percent of instructor effort.

Policy Issues:

1. Definition of contact hours for course, student, and faculty, and how to calculate each.
2. Recommend LEC and LAB be entered, so they can be tied to meeting pattern. (May have to postpone until ERP).
3. How to handle percent allocation for instructors for calculation of contact hours, cost of course, percent of faculty effort, etc.
4. Rules for defining full-time/part-time student.

Data Needs:

1. Nothing in SIS to identify courses in Blackboard. Would have to use filler in SIS. Does indicate Distance Learning courses.
2. Nothing in SIS to indicate course requires a smart classroom. Would have to use filler in SIS.

Business Rules:

1. Need to sum attempted and earned hours on SP to get total by course. You cannot just multiply the number of students by the credit hours on the course.
2. Only way to tie course to degree is through degree audit execution. Would have to write job to do this. See Screen 621, 622 and 623.

ACTION ITEMS:

1. **Ruby will send IDD tables to Jayna and Deb. (Completed 7/22/02).**
2. **After MIST updated, pull elements and associated records/tables.**
3. **Mike will provide schema and elements.**
4. **Update TSO.**
5. **Ruby to review business rules to be sure they are being enforced. Define relationships. Course/student information.**