



August 22, 2002 - 230B McVey- 11:00

**ATTENDEES:** Jayna Cheesman, Debra Claunch, Hugo Hempel, Courtney Higdon, Brian Hughes, Ruby Watts  
**PRESIDING:** Jayna Cheesman  
**PROJECT COORDINATOR:** Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jayna talked briefly with Hugo about the MS SQL Server syntax “executed whenever a Room Record is Inserted or a BuildingCode/Room Number is updated in the Room Table.”</li> <li>▪ <b>ACTION 8/22/02: Jayna will set up a meeting with Hugo and Mike Carter so Hugo can explain the syntax and what can be done to merge this data with SIS data.</b></li> <li>▪ According to the CPE Report Guidelines there is no limit on the number of meeting patterns that can be reported. The only limit is with the system. SIS can report up to 99 meeting patterns to CPE. Individual dates can’t be reported, only repetitive meeting patterns.</li> <li>▪ <b>ACTION 8/22/02: Jayna will request a programming change to the job that feeds the data to CPE.</b></li> <li>▪ Hugo said he thinks Plant Assets is reusing some building numbers.</li> <li>▪ Jayna said possible <b>program changes</b> that need to be made to the Facilities system are: <ul style="list-style-type: none"> <li>▪ Quit purging old building numbers and room numbers.</li> <li>▪ Create a flag to indicate whether the building and/or room number are active or inactive.</li> <li>▪ Restore the archived files.</li> </ul> </li> <li>▪ Ruby suggested using start/stop dates for the building and room numbers. Dates to indicate when the building/room number went into effect or ceased to exist. <ul style="list-style-type: none"> <li>▪ An additional <b>program change</b> would be to add Effective Date fields (start and stop) to the Facilities system</li> </ul> </li> <li>▪ Hugo asked how far back we need to go to collect the data. It was agreed that five (5) years of data for the data mart should be sufficient. <ul style="list-style-type: none"> <li>▪ An additional <b>program change</b> is to recommend that five (5) years of data be extracted for the data mart, beginning with the 1997-98 Academic Year.</li> </ul> </li> <li>▪ <b>ACTION 8/22/02: Ruby will do a cross reference for SIS and Facilities room number match.</b></li> <li>▪ <b>ACTION 8/22/02: Jayna will develop a program to create a comma-delimited file of the SIS and Facilities room numbers for Ruby.</b></li> <li>▪ <b>ACTION 8/22/02: Brian will check to see if there are dates on the archived data.</b></li> <li>▪ <b>ACTION 8/22/02: Brian will check to see how often the data is archived.</b></li> <li>▪ Courtney said the Date of Inventory is on the Building and Room table description in the CPE Reporting Guidelines, but appears to be the last time the room was inventoried, not created.</li> <li>▪ SIS has a six-character (6) room number format.</li> <li>▪ Medical Center has a ten-character (10) room number format. Generally, the first three (3) characters are the prefix, the next four (4) digits are the room number, and the last three (3) characters are the suffix. Some exceptions include</li> </ul>

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	<p>Elevator 1 and Corridor 1.</p> <ul style="list-style-type: none"> <li>▪ Hugo mentioned the W.T. Young Library has a different schema.</li> <li>▪ Hugo said the Medical Center has some room prefixes that are four (4) characters and these are truncated in the system. Ruby said he didn't think a prefix needed to be this long.</li> <li>▪ Hugo has a cross-reference between the Facilities system x(6) room and the Medical Center x(10) room.</li> <li>▪ Hugo asked if there would be a problem with zero filled room numbers? These are room numbers in the system which have leading zeroes, for instance, Room 4 would be 0004 in the system. Jayna felt they should be stored in the systems with leading zeroes for data purposes, although this may not be what is reflected on the physical room or in publications.</li> <li>▪ <b>ACTION 8/22/02 Jayna will check the room number format in Schedule 25.</b></li> <li>▪ An additional <b>program change</b> is to extend the room number length in the Facilities system.</li> <li>▪ Ruby said SIS has (1) a batch job to select/assign room numbers and (2) a batch job to load these meeting patterns. Ruby said we should be able to use #2 to load Schedule 25, but only for courses already in SIS.</li> <li>▪ <b>ACTION 8/22/02: Jayna will set up a meeting with Phyllis Cooper to go over the recommendations to change the flat files in the Facilities system. (Completed 9/24/02. Meeting schedule for 10/2/02.)</b></li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>ACTION 8/22/02: Jayna will review room standards to see if they need to be revised.</b></li> <li>▪ <b>ACTION 8/22/02: Jayna will find out who is responsible for assigning, maintaining, and enforcing the room standard.</b></li> <li>▪ <b>ACTION 8/22/02: Jayna will revise the standards as appropriate.</b></li> <li>▪ <b>ACTION 8/22/02: Jayna will present recommendations to the Data Stewards on standardizing the Building and Room Number schema and enforcement.</b></li> </ul>