ATTENDEES: Nick Arnold, Mike Cantrell, Mike Carter, Jayna Cheesman, Debra Claunch, Phyllis Cooper, Jacquie Hager, Courtney Higdon

PRESIDING: Jayna Cheesman

PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

AGENDA ITEM | DISCUSSION
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- Review Outstanding Action Item List
  - Jayna reviewed the incomplete Action Item list as a reminder of what hasn’t been done yet.
  - **Item 4** – Jayna will also contact Brian Hughes and Judy Kisil to see if they are aware of any feeds to and from the Facilities system. PPD does download all the information from the Facilities system. They extract what is on the mainframe as well as what’s in the Medical Center system.
  - **Item 13** – Jayna said Mike Carter has identified the data and relationships, but has not had time to run the reports since he has been involved in another project.
  - **Item 15** – There is no update regarding the time estimate for tying activity type to meeting pattern.
  - **Item 16** – Jayna told Keith LaVey to defer putting Facilities information in Oracle until the record formats and new field additions in Facilities are completed.
  - **Item 20** – Jayna asked if the Fixed/Mobile data was in the files. Jacquie said it is being collected during the room audit and will be in the files. Courtney said she has seen this data in the past, but it could now be populating another field. Phyllis said sometimes the data is not loaded properly.
  - **ACTION ITEM 11/20/02:** Phyllis and Courtney will check to see if any Fixed/Mobile data currently exists in the Facilities file.
  - **Item 22** – Deferred.
  - **Item 23** – Collection of the physical room number information is still in progress. Jacquie said they have inventoried 126 rooms which are currently coded 110 or 210. They should be finished with the inventory by next week. A moratorium has been placed on any changes to the room use codes until the inventory audit is finalized. This will prevent users from changing a room code and possibly bypassing the audit.
  - Courtney said only rooms with codes 110 and 210 are reported to CPE. Jayna said if the rooms are not coded accurately, we could be under reporting. Courtney said a code of ‘seminar’ does not exclude having classes in the room. Jacqie said a conference room was recently converted to a classroom and recoded.
  - Jacquie said she was contacted by a committee in the Medical Center about signage and the difficulty students have finding buildings. She said part of the problem is that buildings are ‘renamed’, and don’t use the Board approved building name at all times. Courtney said another problem is several buildings have very similar names. Allied Health Building is called the Health Sciences Building. Nick said the names reflect the way they do business.
  - **Item 24** – Deferred.
  - **Item 25** – Deleted. This is a duplicate of Item 33.
  - **Item 27** – Assigned to Cheesman/Carter.
  - **Item 28** – Assigned to Hager/Registrar.
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<td>o Item 33 – Completed 11/13/02.</td>
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<td>o Item 35 – Jayna indicated that Dale Austin and Keith LaVey have decided that anyone requesting access to HRS or FRS will automatically be given access to Oracle and the forms will not need to be changed. There is still no response from Ruby regarding access to SIS. <strong>(Completed. Ruby will send email to Keith LaVey for Oracle requests.)</strong></td>
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<td>o Item 36 – This should be a request to add CIP code to the files used to generate the CPE reports.</td>
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<td>o Item 38 – Completed. Nick said the dates reflected on the web site are accurate. The intent is to inventory once a year, and this schedule has not been maintained. Some older dates do exist and are accurate. They will be updated as the inventories are completed.</td>
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<td>o Item 39 – Jayna said Connie is most concerned with using the Delaware Group and IPEDS for benchmark information. In most cases the CPE Standards are the same as the IPEDS requirements, but not always.</td>
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<td>o Item 42 – Completed. Jayna said Keith needs examples of elements that are not being extracted to FOCUS.</td>
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<td>o Item 43 – Completed. The pilot is for research facilities.</td>
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<td>o Item 57 – Deb will add definitions to the spreadsheet and post the spreadsheet for committee review. After members review the fields, she will create the database.</td>
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<td>o Item 60 – 61 – Jayna will check with Louise on these items.</td>
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<td>o Item 65 - Completed. Mike said, according to Pinnacle, there are no plans to make any record changes.</td>
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The Action Item list will be updated and reposted. The list can be viewed at: [http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/ActionIncomplete](http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/ActionIncomplete). This list is sorted by the person assigned to, then by the date of the meeting. Everyone should review this list on a periodic basis and let Deb know the date and resolutions of any item(s) they are responsible for. These will be used as part of the formal requirements documentation.

- Review Data Sort/Aggregation Criteria spreadsheet
  - Jayna explained the new layout for the sort/aggregation spreadsheet. The statistics are listed in the left column. Most of the statistics will measure total #, % and average #, so these were grouped together. The ‘sort by’ and summary columns are listed across the top of the spreadsheet.
    - **ACTION ITEM:** Committee members are asked to review the statistics and let Deb or Jayna know if any need to be added, deleted or modified. In particular, if a total #, % or average # does not make sense, please let Deb or Jayna know.
    - **ACTION ITEM:** Deb and Jayna will attempt to complete the spreadsheet before presenting it to the committee for review.

- **ACTION ITEM:** Jayna will ask Sarah Hall if the Facilities changes can be completed by January.
- Mike Cantrell indicated the SIS programmers are involved in SEVIS, CASDarwin and Web Registration which all have deadlines coming up shortly. Everything else has been placed on hold at this time.

- Updates from sub-committees
  - Data Needs
    - Jayna reported the sub-committee has identified all the statistics that need to be generated.
  - Data Quality
    - Jayna reported the sub-committee is through with most of the items on their list. They need to write everything up formally. The preference will be to clean the data in the source system(s). Some of the data cannot be changed. In these instances, business rules will have to be written which will convert or cleanse the data prior to loading it in the data warehouse/mart.
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| - Policy/Definitions – No update.  
  - Reports  
  - Review element lists and domain values from SIS | - Carried forward. |

- **NEXT MEETING: December 4, 2002, 149 ASTeCC**