ATTENDEES: Jayna Cheesman, Debra Claunch, Ruby Watts
PRESIDING: Jayna Cheesman
PROJECT COORDINATOR: Jayna Cheesman, Kathy Hamperian

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<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
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<td>Handouts</td>
<td>CMDM Data Sort/Aggregation Criteria – Base Statistics dated 9/9/03</td>
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<td>Spreadsheet</td>
<td>The purpose of today’s meeting was to continue to identify the elements for each dimension.</td>
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**Other Student Demographics**

**Residency**
- Element RT205
- There are two (2) characters, only the first character determines the value.
  - In State first character equals ‘R’.
  - Out-of-State first character equals ‘N’.

**Cohort Group**
- Element RT215
- First Time Full Time student:
  - Current values: FAP, FPW, RPW, RMP, RPS (not available 5 years ago). Snapshots of the data are taken, then converted to the CPE reports, which are considered the official files.
  - Transfer student: any student with any post secondary work.
    - Current values: FRX < 24 hours
      - TRN, TRC, TRL >= 24 hours
- Non-Degree Undergraduate student:
  - Element RT115 equals ‘NODEG’ or ‘AUDIT’, new or continuing.
  - AUDIT is also considered non-degree.
  - Degree students can register before non-degree students. The cost for degree and non-degree is the same. Non-degree is the last group to register.

**Classification**
- Element RT110
  - **ACTION:** Jayna will get the values for Element RT110 from the edit table.
**AGENDA ITEM**

**DISCUSSION**

- **Degree**
  - Element RT115 is the first degree for the student; and RT140 the second degree.
  - Only analysis is related to the student.

- **Major**
  - Primary Major with Primary Program: RT120
  - Secondary Major with Primary Program: RT125
  - Primary Major with Secondary Program: RT145
  - Secondary Major with Secondary Program: RT150
  - When a degree is reported to the Council, the first two majors at the primary level are reported.
    - **ACTION:** Jayna will ask Connie which major field to use when needing to identify a person by one major.
      - *(Completed 9/03. Primary major on primary program.)*

- **Degree (Enrollment versus Awarded)**
  - Element RT115, first degree
  - Element RT140, second degree
  - In general, the first digit defines the degree level: Masters start with ‘M’, Doctorates start with ‘P’, ‘E’ (EdD), ‘D’, Specialist starts ‘S’ (EdS, Specialist in Education), and all undergraduates start with ‘B’. Lexington Community College uses ‘A’ for Associate degrees.

  - **ACTION:** Find out about CIP categories and what is meant by ‘major prefix’ and ‘minor prefix’ in performance measures.
    - *(Ask Lu Wang.)*

- **Columns CL (# Degrees), and CM (# Majors)**
  - Check for ‘X’ in fields
    - **ACTION:** Move to Performance Measures, # Degrees, # Majors, # Minors by student
    - **ACTION:** Add ‘Student ID’ to Student Demographics.
    - **ACTION:** Calculations for # Degrees, # Majors, # Minors by student, need to be calculated in the database.
    - There are 25-30 students per term who graduate with multiple degrees.

- **Minors**
  - Element RT130, Primary Minor
  - Element RT155, Secondary Minor

- **Get Closed Course Message**
  - Count the number of failed ‘adds’ in a term in the Oracle VIP log data for a student, where the error code is ‘CC’.
  - Record IARRCSP indicates the student attached to the course. If there is no record, then the student was unable to get the course or dropped it before the first day of class. The latter records are purged from the database (IDMS).
  - Element RT305, the first 8 characters of an 11 character field (i.e. ENG 101).

- **Course Reference #**
  - Element RC155, 6 characters
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| **Course Name** | Element RI115 plus RI118 at the Course Inventory level, (i.e. ENG 101).  
Element RC030 plus RC033 at the Section level, (i.e. ENG 101). |
| **Course Level** | Element RI175 |
| **Course Prefix** | Element RC010, first 4 characters of the 11 character Course ID at Course Inventory level.  
Element RT305, characters 1-4, on the student course record. |
| **Course Number** | Element RC010, characters 5 through 8 of the 11 character Course ID.  
Element RT305, characters 5 through 8 on the student course record. |
| **Course Section** | Element RC010, characters 9 through 11 of the 11 character Course ID.  
Element RT305, characters 9 through 11 on the student course record. |
| **Course Owner/Sponsor** | **ACTION:** Split the column to add values: College and Department.  
Element RI100, College at the course level  
Element RI150, Department at the course level  
Columns Organization: College, and Organization: Academic Department, identify the college and department the student belongs to. |
| **Course Activity Type:** | Element RI155, at the Course Inventory level. There could be up to four (4) occurrences.  
Element RC020, at the Course Section level. |
| **Course Smart Class Requirement** | Data doesn’t exist at this time. |
| **Course Demand** | Jacquie Hager will start flagging whether a course is required for a degree.  
Also, use 'unmet' need on Course Demand Report to classify the demand. Should we use base unmet need statistic, or should we divide this by the total course capacity to classify this demand?  
**ACTION:** Jayna will ask Connie about using base unmet need statistic, or dividing this by the total course capacity to classify this demand. |
<p>| <strong>Add/Drop Error Type</strong> | |</p>
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<td>o DATA NEED: Obtain the Add/Drop Error Type data from the Course Demand data in Oracle.</td>
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- **Delivery Mode**
  - Element RC279

- **Open Status of the course**
  - Element RC090
    - O = Open
    - C = Closed
    - X = Canceled
  - **ACTION**: Move (column EH, Cancel Status), as a value under Dimension: Open Status.

- **Prime Time Status**
  - Element RMT08, Start Time on the Meeting Pattern
  - Element RMT10, End Time on the Meeting Pattern
  - **ACTION**: Jayna will talk to Connie about how to figure the Prime Time Status. Should the Start times only be used, or some portion of the time period. *(Completed 9/18/03. Connie said to flag the individual meeting patterns as either prime or non-prime. However, we should calculate the total number of prime-time hours across all meeting patterns for that course, and divide that figure by the total number of contact hours to create a ‘percent prime time’ element at the course section level. Then we should create a coded element to reflect the following percent ranges: a – 0 to 25%, B – 26 to 50%, C – 51 to 75%, D – 76 to 99%, E – 100%.)

- **Meeting Pattern Type**
  - Element RMT06
    - M = Monday
    - T = Tuesday
    - W = Wednesday
    - R = Thursday
    - F = Friday
    - S = Saturday
    - U = Sunday

- **Meeting Pattern Day**
  - Element RMT06
    - M = Monday
    - T = Tuesday
    - W = Wednesday
    - R = Thursday
    - F = Friday
    - S = Saturday
    - U = Sunday