

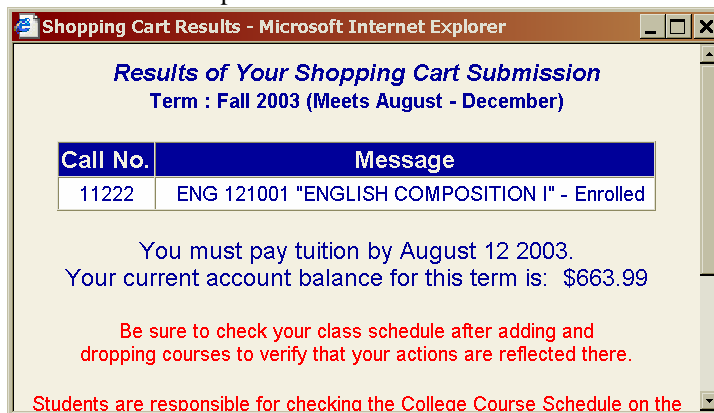
**Statewide Registrar's Group Meeting**  
**Friday, June 13,, 2003**  
**CCCS/IT**

Attendees: Chair: Yolanda Espinoza (FRCC), Phyllis Abt (FRCC), Linda Bachman (CCCS/IT), Kent Bauer (MCC), Gene Bilodeau (CNCC), Darcy Clodio (FRCC), Gloria Coke (FRCC), Marguerite Hudak (CCCS/IT), Mearl Kearns (CMC), Rodney Ketterer (CCD), Nancy Meisinger (FRCC), Peg Morelli (CCCS), Karen Munson (NJC), Virginia Ortiz (TJSC), Naomi Price (CCCS/IT), Diana Rahl (CCCS/IT), Roy Railsback (CCCD/IT), Emita Samuels (CCD), Mary Santoro (PCC), Connie Simpson (CCA), Nicole Striegel (PPCC), Skip Stroble (CCCS/IT), Linda Sulsberger (ACC), Grace Wilson (FRCC)

- 1) April meeting minutes were approved by all
- 2) New Statewide Registrar's Group Chairperson is Matt Jamison from ACC. Congratulations Matt! Thanks to Yolanda for a great job this year!
- 3) Unfinished Business
  - a) Withdrawal Wording - All
    - i) Follow-up: Naomi will verify that this project is on the list and will complete in July.
  - b) Alternate ID Update - All
    - i) Follow-up: Timeline is still on schedule. Marguerite will put the alternate ID Team together in August and implementation is still scheduled for October. Marguerite will create a proposal for implementation and will bring it to the next Statewide Registrar's Group Meeting before forwarding it to the Presidents. All constituencies will be required to sign-off on this project.
  - c) Pop-Up Bill Wording - All
    - i) Follow-up: Emita will show Connie where this can be done.
  - d) New Registration Code – Simpson/Samuels
    - i) Follow-up: Marguerite is still researching this project.
  - e) RBA 833 Report (repeated courses) – Nicole Striegel
    - i) Follow-up: On the Registrar's Group Project List.
  - f) FOCUS Program Update (laser labels) – Naomi Price
    - i) Follow-up: If anyone has questions regarding the instructions for the laser labels FOCUS Program Updates contact Diana Rahl or Naomi Price.
- 4) June Agenda Items
  - a) GE-25 and Transcripts/Coding Guaranteed Transfer Courses – Kent Bauer/Phyllis Abt
    - i) Issue: How are other schools going about the GT Notation?
    - ii) Discussion: Under the Guaranteed Transfer List of specific courses that have been approved. Each course has a specific numeric code, CCHE has specified that these codes must appear on the student's transcripts.
    - iii) Follow-up: Phyllis and Kent will work with CCCS-IT on finding a way to get these codes to appear on transcripts.
  - b) CIP Code Changes – Karen Munson
    - i) Issue: CIP 2000 codes changing in September and October. Recommendation not to update the SSA until all final reports have been turned in from AY03
    - ii) Discussion:
    - iii) Follow-up:
  - c) No Show Procedures – Karen Munson
    - i) Issue: Does anyone have written procedures on how the No-Show process works?
    - ii) Follow-up: Text from the March 14 Registrar's Group Minutes
      - (1) No Show Process – Nicole Striegel/Yolanda Espinoza
        - (a) Issue: W4F allows faculty to enter the text "no-show", this information is not recorded anywhere in SIS. The Subcommittee requests that a faculty member be able to enter information for 3 different scenarios
          - (i) "No-Show" before census.
          - (ii) Last Date of attendance before the end of the semester.

- (iii) When a faculty member enters an “F” or “AW” grade that they are required to enter a last date of attendance. (This is currently working on W4F)
  - (b) Discussion: Colleges differ in No-Show processes and policies.
  - (c) Results: CCCS/IT will modify W4F to do the following.
    - (i) Set W4F type in the text “no show” and W4F will populate SPE\_FLAG\_3 = 0 until Census Date.
    - (ii) After the census date faculty cannot enter “no show” text. Faculty must enter a last date of attendance.
  - (d) Follow-up: PPCC and FRCC has volunteered to test. (The process has been tested and has been put into production since 3/14/2003).
- d) No Show Edit – Yolanda Espinoza
  - i) Issue: Is there a way for faculty to remove the “no-show” flag on Web for Faculty
  - ii) Discussion: Students show up for class after census and after the faculty member has entered “no show” on Web for Faculty.
  - iii) Follow-up: CCCS-IT will research whether or not this request can be done. This appears to be an isolated issue at FRCC. The group recommended to FRCC to set some college policy to deal with these situation.
- e) IP Place Holder – Karen Munson
  - i) Issue: Question on the implementation of the Common Grading System.
  - ii) Follow-up: Phyllis send out Common Grade list and information on when the policy was approved.
- f) Country Codes – Emita Samuels
  - i) Issue: When did these country codes change on CCCS and why?
  - ii) Follow-up: CCCS/IT researched all country codes at all Colleges and updated all Country Codes to comply with SEVIS.
- g) Continuing Education – Registrar Sub-Committee
  - i) Issue: See attached minutes from Sub-Committee Meeting.
  - ii) Follow-up: CCCS/IT will look at the request and will update the Subcommittee on the next steps.
- h) Imaging Training at Metro School – Yolanda Espinoza
  - i) Issue: Request to have a imaging training session, however CCCS/IT is not set up for this. Is there a College that could volunteer as a training site?
  - ii) Follow-up: ACC has offered to host the training.
- i) Admission/Registration – Emita Samuels
  - i) Issue: Request to allow a student change their application entry term.
  - ii) Discussion: Compliance with residency issues the student needs to contact the College to make any application entry term changes.
  - iii) Follow-up: The group has denied the request.
- j) CCCWeb Grading Instructions – Mary Santoro
  - i) Issue: Could we change the wording of the grading instruction for “F” and “U’s” on Web for Faculty.
  - ii) Discussion: The wording on Web for Faculty meets the Common Grading Criteria and non-passing grades differ at individual Colleges.
  - iii) Follow-up: The group denied the request and recommended “IIE” Institutional Internal Education.
- k) Web for Faculty Class Roster – Grace Wilson
  - i) Issue: Request to add an option that
  - ii) Discussion:
  - iii) Follow-up: This enhancement will be added when the upgrade
- l) Customer Sign-off – Price/Espinoza/Railsback
  - i) Discussion: The group needs to agree to be accountable for their projects brought forward to the Registrar’s Group. The individual who brings forward any project will be designated the contact and sign-off person unless otherwise designated.
- m) CCCOnline Registration Deadline – Roxanne Manske
  - i) Issue: Last Date to register for CCCOnline is different than individual colleges last day to register.
  - ii) Follow-up: Tabled for next meeting

- n) Common Application – Peg Morelli
  - i) Issue: A request was made from Samantha O’Neal from NEIL to change the word “unemployed” to “not working” on the Common Application.
  - ii) Follow-up: This request will be forwarded to the list of revisions for the AY05 Common Application.
- o) Advisor Module – Yolanda Espinoza
  - i) Issue: Does anyone have written documentation on entering information on Screen 676.
  - ii) Follow-up: Diana Rahl will forward the Web for Advisor Instructions.
- p) Web for Advisors – Gloria Coke
  - i) Issue: How do I give “Web for Advisors” access to faculty?
  - ii) Follow-up: Diana Rahl will forward the Web for Advisor Instructions.
- q) Guaranteed Completion of AA/AS Degrees within 2 years – All
  - i) Issue: Documentation for the two-year guarantee?
  - ii) Follow-up: Peg Morelli will forward the information regarding AS AA two-year guarantee.
- r) FMM – Diana Rahl
  - i) Issue: Diana Rahl is compiling a distribution list for FMM Training and User Group.
  - ii) Follow-up: Please forward names to Diana Rahl
- s) Adding classes via Call Number – Nicole Striegel
  - i) Issue: A student enters multiple call numbers on CCCWeb, when the shopping cart is submitted CCCWeb only process the most recent call number entered.
  - ii) Discussion: It appears that CCCWeb can only process 1 call number at a time.
  - iii) Follow-up: CCCS/IT will take a look at this issue, CCCWeb should allow the student to enter multiple call numbers and submit all courses similar to when a student enters courses via course search.
- t) Scheduling viewing and printing – Nicole Striegel
  - i) Issue: Students who are registered for Fall and Summer. The student prints the Summer Schedule and then follows by printing the Fall Schedule. The header of the schedule remains to say summer.
  - ii) Follow-up: CCCS/IT is working to resolve this issue.
- u) Viewing Holds – Nicole Striegel
  - i) Request: PPCC is requesting the “Registration Hold” display on CCCWeb ONLY if during the active term and if the term is not specified.
  - ii) Discussion: PPCC enters future holds on SIS. CCCWeb displays “Registration Hold” when the student logs in.
  - iii) Follow-up: CCCS/IT will look into the request.
- v) CCCWeb: Expanding Windows – Nicole Striegel
  - i) Issue: The request is to have this window expanded so the student can see the “OK” button.



- ii) Discussion: After Students submit their shopping cart and this window appears. Many students do not scroll down and click the “OK” button.
  - iii) Follow-up: CCCS/IT will look into getting this done. CartResults.jsp
- w) Electronic Sources for Catalog Development – Phyllis Abt
  - i) Issue: How can we streamline our catalog process in the future and pull information for the catalog development?
  - ii) Discussion: Perhaps we can link to CTEP, SIS, and CCCNS sites to pull information.
  - iii) Follow-up: Marguerite and Phyllis will investigate and report back to the group.

5) Standing Committee Reports

a) Common Reports Committee – Matt Jamison

- i) The Common Reports Committee did not meet in May or June. There is no report
- ii) Next meeting is Thursday, July 3, 2003

b) Data Warehouse Steering Committee – Grace Wilson

- i) April 17<sup>th</sup> and May 24<sup>th</sup> Data Warehouse Minutes are attached.
- ii) Next Meeting is Thursday, July 24, 2003.

c) Project List – Naomi Price

-Most current Project List distributed, Top 5 priorities were determined and an updated copy will be distributed to the group.

6) NEXT MEETING

- a) July 11, 2003, FRCC – Westminster Campus via PICTEL
- b) August 8, 2003, Pueblo Community College via PICTEL
- c) September 12, 2003, FRCC – Larimer Campus via PICTEL
- d) October 10, 2003, Location TBD via PICTEL
- e) November 14, 2003, Location TBD via PICTEL
- f) December 12, 2003, Location TBD via PICTEL

## Non-Credit Subcommittee May 20, 2003

Committee Members: Yolanda Espinoza, Matt Jamison, Mary Santoro, Nicole Striegel, Grace Wilson

Goal: Allow Non-Credit Students to Register and Apply Online.

### Non-Credit/Community Education Application:

These are the only pages of information needed for a Non-Credit Student.

Admission Application - Microsoft Internet Explorer

Front Range Community College ONLINE ADMISSION APPLICATION

First Name \*

Last Name \*

Middle Name \*

Gender  Female  Male

Date of Birth \*

Email Address \*

Campus \*

The \* symbol designates a required entry field.  
The + symbol designates a voluntary entry field.  
Voluntary entry fields will be kept confidential. If not used as a factor in acceptance to the College, they are for record keeping purposes only.  
Some voluntary entry fields are required for admission but allow No Response.

Cancel Next  
Return Help  
Quit page link

Admission Application - Microsoft Internet Explorer

Front Range Community College ONLINE ADMISSION APPLICATION

Local Address \*

Country \*

ZIP Code \*

City \*

State \*

Residential Phone Number

Business Phone Number

The \* symbol designates a required entry field.  
The + symbol designates a voluntary entry field.  
Voluntary entry fields will be kept confidential. If not used as a factor in acceptance to the College, they are for record keeping purposes only.  
Some voluntary entry fields are required for admission but allow No Response.

Cancel Next  
Return Help  
Quit page link

## CCCWeb Registration:

Currently:

Currently CCCWeb does recognize Non-Credit Matriculation.

Also, unless the student has a Degree-Seeking Matriculation the student is not allowed to register for any Credit Courses.

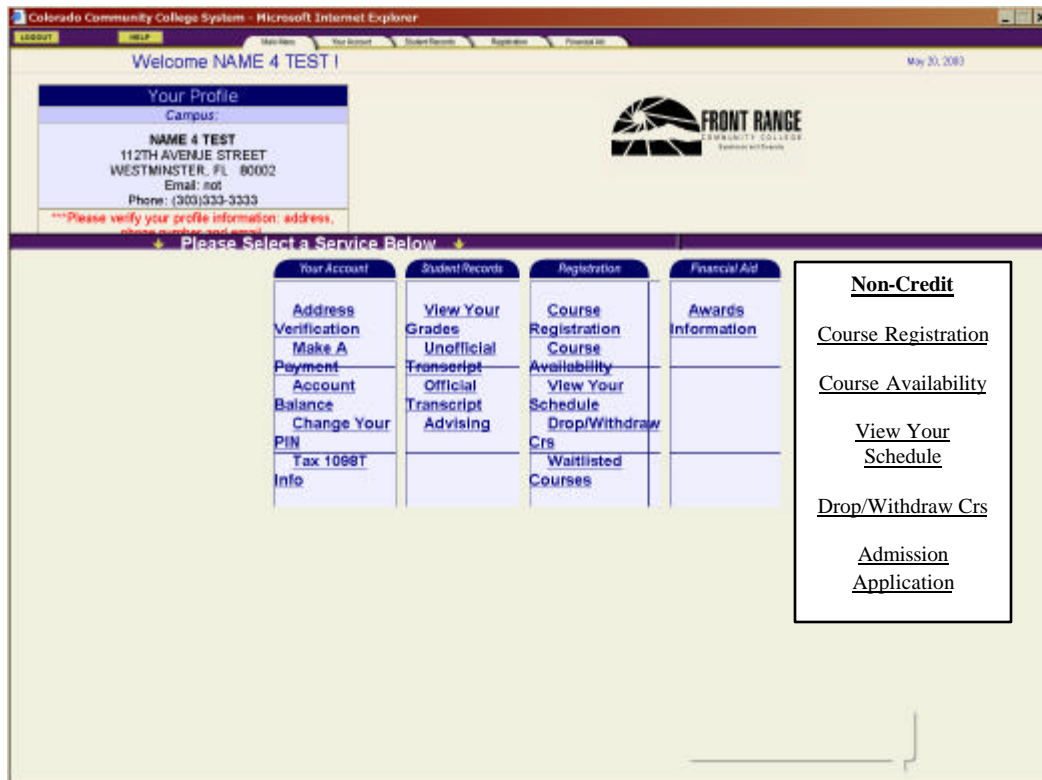
Things that need to be added or enhanced:

A Tab titled “Non-Credit/Community Education” should be Added.

All options listed under “Registration” should exist.

A link to the Application should be added to the Non-Credit Tab or if a student attempts to register for any Credit Courses and has not formally applied to the college must be pointed to the Admission Application.

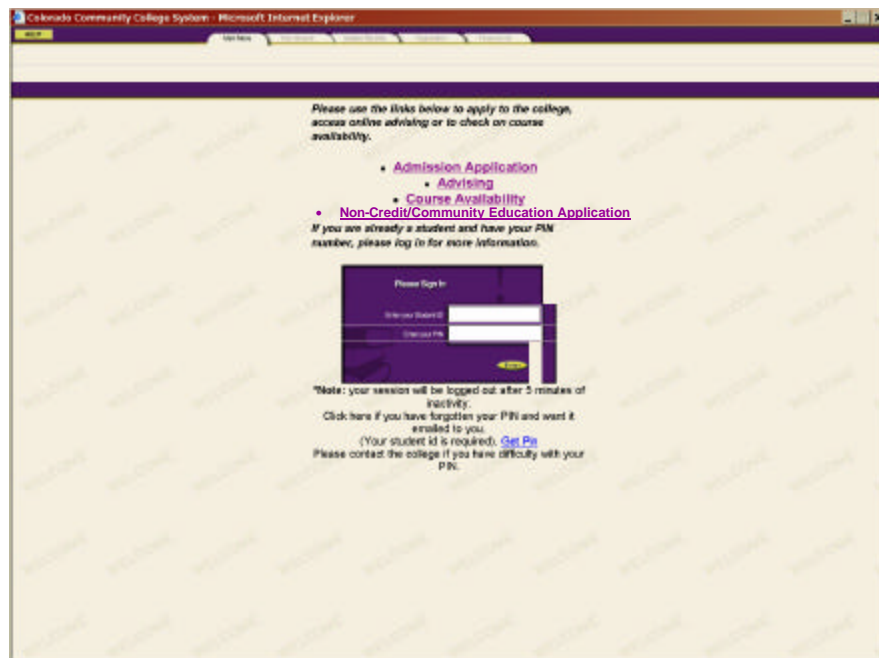
Change “Registration” tab to “Credit Registration”



The screenshot shows a web browser window titled "Colorado Community College System - Microsoft Internet Explorer". The page displays a student profile for "NAME 4 TEST I" with contact information: "Campus: NAME 4 TEST, 112TH AVENUE STREET, WESTMINSTER, FL 80002, Email: not, Phone: (303)333-3333". A red warning message states: "Please verify your profile information: address, phone number and email". Below the profile is a "Please Select a Service Below" section with four columns of links: "Your Account" (Address Verification, Make A Payment, Account Balance, Change Your PIN, Tax 1098T Info), "Student Records" (View Your Grades, Unofficial Transcript, Official Transcript, Advising), "Registration" (Course Registration, Course Availability, View Your Schedule, Drop/Withdraw Crs, Waitlisted Courses), and "Financial Aid" (Awards Information). To the right of these columns is a box containing the following links: Non-Credit, Course Registration, Course Availability, View Your Schedule, Drop/Withdraw Crs, Admission Application.

## Opening CCCWeb Page

Add a “Non-Credit/Community Education Application” Link



The screenshot shows the login page of the Colorado Community College System. It includes a message: "Please use the links below to apply to the college, access online advising or to check on course availability." Below this is a list of links: "Admission Application", "Advising", "Course Availability", and "Non-Credit/Community Education Application". A note states: "If you are already a student and have your PIN number, please log in for more information." Below the links is a "Please Sign In" form with fields for "Network Student ID" and "Personal PIN", and a "Log In" button. At the bottom, there is a note: "Note: your session will be logged out after 5 minutes of inactivity. Click here if you have forgotten your PIN and want it emailed to you. (Your student id is required). Get Pin. Please contact the college if you have difficulty with your PIN."

**Data Warehousing Steering Committee  
Meeting Minutes  
April 17, 2003 – 9:30 to 12:30  
Lowry Building 758, Conference Room**

**Attendees**

Dale Baxter, Marlene Boettcher, Julie Bradshaw, Mike D’Cristina, Cindy Hesse, Mike Kupcho, Pat Meade, Carol Oles, Margaret Puryear, Diana Rahl, Elaine Redwine, Deb Sagona, Kimberly Thompson, Don Williamson, Grace Wilson

**Welcome and Introductions**

Kimberly Thompson opened the meeting and began with introductions.

**Approve Minutes from February 20th, 2003 Meeting**

Minutes were reviewed and approved as written.

**Review of Agenda Template and Meeting Schedule**

Kimberly asked if there should be changes to the agenda or if there should be a standard template for ongoing subjects. After some discussion, it was decided that the agenda was fine. The meeting schedule was also discussed and it was decided that during the summer months we will meet only on Thursday, May 22<sup>nd</sup> and Thursday, July 24<sup>th</sup>. Beginning in September, we will meet monthly on the 4<sup>th</sup> Thursday of each month. Because Marlene joins us via speakerphone, Kimberly is going to check into using Pic-Tel for the distant sites.

**Reports on Action Plan Subcommittees**

**Data Integrity Subcommittee— Dale Baxter (Chair), Pat Meade**

Pat has not been able to use Cum Hours from the ad hoc tool – Mike D’Cristina said that the field should have been available quite a while ago and he will check into this. When the cum hours fields are available, Pat will be creating some additional error reports.

**External Reporting Subcommittee—Mike Kupcho (Chair), Matt Jamison, Pat Meade**

Mike Kupcho reported that he consulted the Controllers group and they determined that no additional FRS reports are needed at this time.

Elaine is working with Mike D’Cristina to make the SIS fields needed for the Common Data Set (CDR). Mike is working on pulling multiple award years to accommodate the CDR reporting. Dale emphasized that there should be more field comparisons done in addition to the SIPEDS2 report.

Grace Wilson is replacing Matt Jamison on this subcommittee and on the Data Warehousing Steering Committee as well.

### **FMM (Faculty Management Module) Subcommittee—Mike D’Cristina (Chair)**

Mike reported that this project has been completed. Pat emphasized that people need to test. Mike will contact the FMM committee to ask for help with the testing. Dale Baxter, Lin Claussen, and Deb Sagona were mentioned as good resources for this testing.

### **FMM Class Size Ratio Calculation—Pat Meade, Glenn Vaughn, Mike D’Cristina**

Kimberly reported that the Enrollment Management Meeting will take place next week (Week of April 21<sup>st</sup>) and that Dr. Bauske, (Dean of Student Services, PCC) should have some information on their evaluation of the Class Size Ratio Calculation, which will guide the future of this project.

Mike D’Cristina will check with Glenn and make sure that the link to test this function is still available. Dale will check this reporting for PPCC – he asked how the concurrent classes are handled. Pat explained that the concurrent classes are shown separately.

### **Projects List and Priorities—Mike D’Cristina**

**High School and Test Score Data** - Mike reported that he is working on loading this data from the RA and RB files to the Data Warehouse and will make the fields available for the committee members to review. Pat and Mike are also meeting to review the test score data. Mike will email the committee a list of what high school fields he is extracting.

**BRS (Billings and Receivables System)** - Mike D’Cristina

Mike D’Cristina would like to see if there is a need for a BRS module in the Data Warehouse. Mike Kupcho could not see an immediate need, but would consult the Controllers group on this subject.

### **System-Wide Data—Mike D’Cristina**

System-wide FRS data is on hold at this time. Mike Kupcho reported that the Controllers group would like to have additional fields from FRS to make the Data Warehouse more usable for all schools. Ultimately, adding all the FRS data fields would benefit all schools. Elaine emphasized that having all the data fields would benefit Financial Aid also. Mike Kupcho added that having all levels of user need must be addressed - minimal data for some users and much more detail for other the financial staff. The Controllers group did decide

that Division was approved for addition to the warehouse. Mike D’Cristina said that he would extract all the data that he can (not only the division), and then the data can be easily added to the view selection in the ad hoc tool. Roy is pulling the entire CPPS file from GGCC so that Mike D’Cristina can then add to the HRS extract.

Elaine asked if there was a way to track drops and Mike D’Cristina stated that there is nothing available for this in the Data Warehouse.

HRS – System-Wide Data – Cindy asked if the staffing pattern program that is being developed would be available for all schools. Carol and Mike stated that yes; this would be available for use by all the schools as soon as it is completed. Cindy also asked about the position title table that is being used at some places – this will also be available at all schools and was implemented for use in the staffing pattern program. Carol will set up the staffing pattern so that Cindy and Marlene can review the work in progress.

Data Warehouse Shortcut – Kimberly, Frank and Cindy need the shortcut to be installed on their desktop.

## **Review of Changes/Recommendations**

### **Additional Data Fields in the SIS Data Warehouse – Mike D’Cristina**

Mike went over the list of fields added. Some of the fields were email address, WUE state, high school graduation, application date, cum GPA, military status and handicap type. Regarding use of the handicap type field – Kimberly checked with Barbara O’Donnell for the legalities of displaying this field – Barbara said this was only a FERPA issue. It was decided that the handicap type, however, should be only available with basic access and no drilling to detail. It was noted that at the last meeting that Kimberly would invite Geoff Barsch (CCCS System Office) to attend an IRAG meeting to discuss the calculation for FTE in the Final FTE Report. The procedure to get approval for adding new fields to the Data Warehouse would be to contact the person on the Data Warehousing Steering Committee that represents the group that is responsible for the requested data field; this person will then consult their group of representation; if approved, the Data Warehousing team will be contacted for adding the new field and then a reports will be made to the steering committee regarding the request and addition of the new field. Mike will check the source of the Military status field, as it was noted that the field Vet Code should be the source.

Faculty – Programs/Areas of Service – Cindy asked if there was any reporting in SIS that dealt with programs and areas of service for faculty. Because this is not addressed in the data warehouse, Cindy will contact Mary Beth Susman, who can check with Ed Services to determine where this data originates.

### **Alternate ID Project – Don Williamson**

Don said that this is on hold and that they are still looking at October for the implementation. There are some schools and areas that are testing and checking data. Don asked if the SSN is necessary in the data Warehouse and it was decided that both ids would be needed in the

warehouse, at least initially. Pat noted that CCHE still requires SSN and that she has to rewrite several Focus and SPSS programs.

#### **Financial Aid Tables – Mike D’Cristina**

Kent Bauer requested multiple years (aware periods), which Mike is working on. Mike will also check against the CDS (Common Data Set) to make sure that data is available, as it will be needed in July. Some schools are required by their presidents to have financial aid data in CDS – it is not yet required by CCHE, but at some point it will be.

#### **FRS Extract – Mike D’Cristina**

Mike D’Cristina will send Mike Kupcho a list of all the FRS fields. Mike Kupcho will be getting the description of the fields.

#### **SIS Extract – Mike D’Cristina**

Countable and NonCountable FTE – Mike D. reported that the Post-Secondary Education Digest is now available in the system-wide views. Deb asked about why the Final FTE does not match – Kimberly and Frank will ask Geoff Barsch to attend an IRAG meeting to address this. It was also noted that some of the schools show the FTE as non-countable for the new terms.

### **Committee Representative Reports**

#### **Registrars – Deb Sagona, Grace Wilson**

Nothing new to report.

#### **IR – Pat Meade**

The list of display names has been approved for changing in the Data Warehouse.

#### **Common Reports – Dale Baxter**

Nothing new to report.

#### **Controllers – Mike Kupcho**

Nothing new to report.

#### **FAM – Elaine Redwine**

Nothing new to report.

### **Closing**

**Next Meeting** – May 22<sup>nd</sup> at 9:30 AM. Kimberly will check into using Pic-Tel for this meeting.

**Data Warehousing Steering Committee  
Meeting Minutes  
May 22, 2003 – 9:30 to 12:30  
Lowry Building 758, Conference Room**

**Attendees**

Paul Aberle, Dale Baxter, Julie Bradshaw, Mike D’Cristina, Marguerite Hudak, Pat Meade, Margaret Puryear, Diana Rahl, Deb Sagona, Kimberly Thompson, Grace Wilson  
Via Pic-Tel: Carol Oles, Glenn Vaughn

**Welcome and Introductions**

Kimberly Thompson opened the meeting.

**Approve Minutes from April 17th, 2003 Meeting**

Minutes were reviewed and approved as written.

**Reports on Action Plan Subcommittees**

**Data Integrity Subcommittee— Dale Baxter (Chair), Pat Meade**

Error Report Update – Pat has created four new error reports, which are available at all schools from the shared queries. These error reports will identify missing data in the FMM data and include “Courses with Zero Enrollments”, “Courses With Missing Instructor ID”, “Courses with Missing Building Data” and “Courses With Missing General Education Flag”. There were questions regarding contract type, such as Overload and Unknown; Glenn will send out a list of all the DBD values used for Contract Type. Pat will be creating another report listing max enrollment greater than 50.

**External Reporting Subcommittee—Mike Kupcho (Chair), Matt Jamison, Pat Meade**

No Report.

**FMM (Faculty Management Module) Subcommittee—Mike D’Cristina (Chair)**

Mike had nothing new to report on this item, as the project is complete until we receive feedback. The suggestion was made to get the FMM committee together to insure that all schools are consistent in using the data. Mike will contact Dr. Bauske on this subject. Other

points made were that FMM should be used for more than just pay data and that there are two schools that do not yet use FMM (OJC and LCC). Diana will check to see which school's FMM load works the smoothest and it was decided that all schools would send their FMM manuals to Diana for review. Diana will also ask the Registrar's Committee about getting FMM Committee together.

### **FMM Class Size Ratio Calculation—Pat Meade, Glenn Vaughn, Mike D'Cristina**

Mike will contact Dr. Bauske again about this project, as there has been no feedback from the Enrollment Management Committee.

Mike informed the committee that he and Glenn had met with Dr. Mancha (Dean, Arts and Sciences, PCC) on a new project for reporting Contact Ratio.

### **Projects List and Priorities—Mike D'Cristina**

**Common Course Numbering System** - Mike reported that Glenn is working on modifications that were requested by the users of this system.

**Financial Aid** - Mike is working a rewrite of the Financial Aid extract that was originally requested by Elaine Redwine and Kent Bauer. Five years of data will be available.

**Tutor Tracking System** - Mike reported that we are working on a Tutor Tracking System; the first phase will provide the request submittal from the student to Tutorial Services.

**Key Inventory System** - The Key Inventory System is another new application that is in development.

**PLS (Personnel Leave System)** – Mike explained how PLS is tied to Ultimus - PLS can receive Leave Requests from Ultimus and there are processes that will apply the approved leave to the appropriate leave balance. There are also views that Ultimus uses to display the different balances on the leave form and the timesheet.

### **System-Wide Data—Mike D'Cristina**

Mike reported that there have been no changes for the system-wide data. Kimberly said that the status from CCHE on the SURDS data transfer is needed; Mike will contact CCHE and cc Frank.

## **Review of Changes/Recommendations**

### **Additional Data Fields in the SIS Data Warehouse – Mike D'Cristina**

New SIS fields discussed were Displaced Homemaker and Single Parent.

### **Alternate ID Project – Mike D’Cristina**

October is still the timeframe for the implementation. Glenn said that the conversion has been completely tested. Marguerite also said that testing is still taking place at Morgan.

## **Committee Representative Reports**

### **Registrars – Deb Sagona, Grace Wilson**

Nothing new to report.

### **IR – Pat Meade**

Nothing new to report

### **Common Reports – Dale Baxter**

Nothing new to report.

### **Controllers – Mike Kupcho**

Nothing new to report.

### **FAM – Elaine Redwine**

Nothing new to report.

## **Other**

### **Automatic updates each term – Pat Meade and Mike D’Cristina**

Pat asked that standard dates be set to have the SIS data extract automatically begin running for the new term – this would then eliminate the need for someone at each school to contact their Customer Coordinator every term to request that the extract be run for the new term. Glenn said that he would like to have config file for each school and that the extract processes be run always for one term prior and one term future in addition to the current term. It was decided that the start date for Summer and Fall terms be April 1 and Spring will be November 1. Pat will write the official request to CCCS /IT for this – she will cc the IR Advisory Committee as well as the CCCS Data Contacts, to whom the reporting requests go to at each school.

**Data warehouse and website access guidelines** – Kimberly asked that we discuss security for the data warehouse. It was decided that access to the Data Digest information would be granted to all and that the Data Warehousing security would remain the same, leaving the control to the school.

**Miscellaneous items –**

Deb brought up a concern about the final FTE report and how it will be used. Dale stated that he would like 3 terms with final FTE. It was stated that the CCHE data will never match the original SURDS file sent to CCHE and edits that are done on the fly will affect the data. Rerunning SURDS repopulates the Data Warehouse. It was explained that Data Warehousing would stay the same and that the frozen SURDS files from CCHE will be housed in a separate place.

Marguerite explained that many of the Information Technologies staff has signed up to take voluntary furlough hours and how this will affect the schools.

**Closing**

**Next Meeting** – Thursday, July 24<sup>th</sup>, 9:30 AM – 12:30 PM.