1   Meeting Logistics

Date	Friday, February 8, 2019
Time	9:00 a.m. to 11:00 a.m.
Locations	216 CHEC

2   Participants

Role	Name
Chair	Tom Martin
Recorder	Gwynith Best
Committee Members & Invited Participants	***Committee Members:*** Alan Pixley, Carolyn Jones (Financial Aid); Ashfia Naheed (Business Office); Cameron Neal (Academic Administration); Diego Torres, Vesna Sarafov (Software Support Services); David Malone, Gloria Hurtado Diaz (IRO); Deanna Brown (Bursar's Office); Jon Hardesty (Provosts); Karen Murph (Academic Support); Lily Quezada, Rhonda Bolton, Todd Fields (Registrar's Office); Marina Kuryshina (Testing); Sherry Schumann (Workforce & Economic Development); Wendy Gunderson (Deans)
Committee Members Not Attending	Jinger Peeples (AA/AD Group); Karen Bell (Purchasing); Kiran Patel (Human Resources),

3   **Purpose:** This Committee acts to ensure that data in the District's administrative software systems are accurate, reliable, and valid, and that data definitions are clear and consistent.

4   **Desired Outcomes**: Improvement in data, data definitions, data standards, processes, and systems that result in high quality data resources.

5   Agenda

Actions that should occur before the next meeting appear in red font.

Committee Business		
Topic	**Presenter**	**Details**
19-2-1 Approval of Meeting Notes	Martin	June 12, 2018 meeting notes were unanimously approved.
19-2-2 Intros	Martin	New Member: Vesna Sarafov
Ongoing Issues		
18-1-B Banner Discrepancies in Weekend Courses	Hardesty	Status report on follow-up with Academic Leadership and report on 6/12/2018 action item: Jon drafted a definion of Weekend College courses as any course that completely meets within the time frame of 5:00 p.m. on Fridays and 11:59 p.m. on Sundays. This definition was added to the Schedule Build Manual. This issue has been resolved. Action: Remove from DS&QAC agenda.

Topic	Presenter	Details
18-1-C Data Standards Manual Revision & Update	Fields 3:10	Status report from subcommittee (Fields [chair], Bolton, Malone, Hurtado Diaz, Peeples, Quezada, Torres) on revisions and updates to Data Standards Manual. The following issues have been added to the subcommittee's work and will be included in the subcommittee's status report: • Course build process deviations: A statement was entered into the handbook for the AAs and Ads. • Incorporating ISD names into Texas public HS names in Banner: Lily presented the options considered. She wondered if anyone knew why the College discontinued using the CEEB codes for high schools and began using the unique in-house TX codes that are currently used. No one knew the answer to her question. The subcommittee recommended adding the ISD name as a comment in SOASBGI field in the STVSBGI table. Action: Inform Raul of the recommendation. • Campus name changes: With a few exceptions, campus/center names have been changed to the name of the city in which the campus is located. The exceptions are as follows. o The Courtyard Center will retain its name. o The new site under construction in Allen will be named the Technical Campus. o The new site in McKinney is named the Public Safety Training Center. The subcommittee recommended that existing campuses retain their traditional coding in Banner, but that the names associated with those campus codes in the validation table be modified to reflect each campus' new name. Action: Add "Rockwall" to the beginning of Gene Burton Center • Changes in how section codes are used: With the proliferation of campuses and other instructional delivery modalities and activities that traditionally have been reflected in section codes, it is rapidly becoming mathematically impossible to use three-character section codes to continue to reflect all the information that has been encompassed in section codes. The Committee discussion addressed two contrasting views in its efforts to redefine section codes. o The AD/AAs want to include some kind of meaningful information in the section code. o Others prefer to use a simple sequential numbering scheme for section codes with the only purpose to distinguish once course section from another. They prefer to use other fields to make additional distinctions between sections locations, delivery modalities, activities, etc. Action: The Subcommittee will continue the discussion in preparation for a recommendation. Wendy and Deanna should be invited to participate in further subcommittee discussions.
18-1-E Posting of Credits by Exam	Fields Hardesty 36.25	No clear consensus recommendation has emerged from the Subcommittee discussions. It is not clear whether the Banner Transfer Table or the Institutional Table might be the best locus for posting credits by exam information. Action: Subcommittee should explore what other institutions are doing: using the Transfer Table or the Institutional Table.

Topic	Presenter	Details
18-1-G CE Admission Applications	Schumann Sarafov 45:55	Status report on proposal to use Axiom to process CE applications. The new CE application has been implemented and is working well. Action: Remove from DS&QAC agenda.
18-1-K Major Codes	Martin Quezada 45.58	Collin's Banner major codes consist of three sections each separated by an underscore character: 1) award level; 2) major, 3) division. The division code is meaningless and creates more problems than it solves. Programs move among divisions and divisions disappear or change names. Can we delete the latter from the Major Codes? Report on discussion between Tom and Lily • Recommendation: Either change going forward from this point or make the change from the beginning (a massive effort) • Alan P. shared the difficulties with the changing codes on the Financial Aid side and having to report the codes to the DOE and what programs are approved for financial aid. Making the code too broad would cause problems separating the different type of awards. • Tom suggested keeping the major and then use a sequence number (ex.: ENGR1,2,3, etc.). Action: Going forward, Include Karen M. and Alan P. in the subcommittee discussion to come up with more meaningful codes without including divisions as part of the code.
18-1-N Section Code Changes	Peeples 1:06:44	IRO is finding situations where course section codes are changing in Banner after a term has ended. This creates problems for people attempting to compare course sections or their enrollment for a given term at different points in time. Jinger will report on her discussions with the AA/AD Group to resolve the problem. - Training issue Action: Remove from DS&QAC agenda.
18-6-N Errors and Redundancies in Program Names	Hurtado Diaz Quezada 1:07:22	Program descriptions in SMAPRLE (Program Definition Rules) have typos and/or multiple names for the same program. It affects reports where the information is broken by program. Are there other documents where this information is used? How is the data entered? Gloria and Lily will give a status report. - Human mistakes are being fixed. Some intentional and some true mistakes. Action: Remove from DS&QAC agenda. Lily will double check.
18-6-O Incorrect Descriptions of CER1 and CER2 in STVDEGC	Hurtado Diaz Quezada Jones 1:07:31	Consistent with the THECB Reporting Manual, Collin College's Catalog defines a level 1 certificate (CERT1) as at least 15 and no more than 42 credit hours. It defines a level 2 certificate (CERT2) as at least 30 and no more than 51 credit hours. The STVDEGC table in Banner defines a level 1 certificate (CER1) as from 16 to 42 credit hours and a level 2 certificate (CER2) as from 43 to 59 credit hours. These definitions in STVDEGC date back to 2007, before we went live with Banner, so they have been there since Banner came up. What was the background of the Banner definitions, and is there a reason for their divergence from state definitions? These inconsistencies need to be resolved. Gloria, Lily, and Carolyn will give a status report. - No implications for financial aid. Action: Remove from DS&QAC agenda.

Topic	Presenter	Details
18-6-P Room Utilization and Blended Courses	Hurtado Diaz Hardesty 1:08:40	There are inconsistencies in the way blended courses are being built. Some are built with a "WW" campus and building. Others are being built with specific room locations on a specific campus. If they are built with a specific room/campus location, they get counted in room utilization numbers, even if they are not actually meeting. If they are showing up with a "WW" campus and building location, they don't get captured in any room utilization figures. There needs to be a decision about how blended courses are going to be built in relationship to physical locations, and they need to be built consistently. Gloria and Jon will give a status report. - Training for AA/ADs. A build issue. Hybrid is determined by the minutes. Action: Remove from DS&QAC agenda.
8-6-Q Schedule Information in Self Service BANNER	Hurtado Diaz Quezada Peeples 1:10:02	In order to improve clarity in the information shown to students, the data in SSATEXT needs to be maintained/updated. The Rockwall Center shows some sections with the old address and some with the new. The campus description repeats the word "Campus." Gloria, Lily, and Jinger will give a status report. - AA/ADs to follow their Quickflow. Action: Remove from DS&QAC agenda.
18-6-R HB2223 Modifications	Hurtado Diaz Peeples 1:10:29	TCC modified a few forms and processes to comply with this house bill, and we need to start a conversation about the internal implications. Gloria and Jinger will give a status report. - Build an audit to find errors Action: Remove from DS&QAC agenda.

New Issues

Topic	Presenter	Details
19-2-A Criminal Justice FoS CIP Code	Hurtado Diaz 1:10:47	The CIP Code for the Criminal Justice Field of Study listed in Banner (43.0103) is not the THECB-approved CIP Code (43.0104). Is it possible to change the Banner CIP Code associated with the Criminal Justice FoS changed to make it consistent with the THECB-approved CIP Code? - There are state and DOE approved programs that do not match with many of Collin's programs. - Once the state approval happens and is updated, it will be a 3 month process. Action: Alan P. and Karen M. will discuss and give an status report at the next meeting.

19-2-B Course and Section Build Errors	Hurtado Diaz 1:17:45	On 11/19/2018, Gloria sent an email message to AAs/ADs that included an attached spreadsheet identifying preliminary course and section build errors for winter 2018-2019 and spring 2019 pulled from SSASECT and SZASXRF. The idea was to get a head start on correcting course- and section-build errors to avoid bigger problems as we get closer to reporting deadlines.
		She received a response to her email message from one of the ADs stating that this particular AD had not yet started working on her "state reporting screen" for 201920, and that she intended to start in the next couple of weeks. The AD observed, therefore, that most of the courses/sections in her division would not be correct. She further indicated that she was unlikely to look at Gloria's spreadsheet, because she is more familiar with her own. This raises two concerns. First, by putting off correcting course and section build errors, there is the potential to make more work than would be necessary if the problems had been addressed early. Second, the problems identified in Gloria's spreadsheet included more than just state reporting issues. It included other issues that could affect internal reporting.
		If AAs/ADs are not using all the information at their disposal to correct course- and section-build problems, we cannot expect to get good data out of the system. How can we fix course and section build errors early, and how can we work with AAs/ADs to use all the information available to them to make corrections?
		- There is a concern about the schedules not being reviewed before the courses go live. Too much time and effort is spent making corrections on the backend. As the college grows, it is important to check the schedules.
		- Vickie Stone used to run a report to check the schedule. What was her process and what report did she use?
		Action: Gloria to copy Deans on the course correction e-mails. Make request to Lily to see if there's a way to run a report to trigger a time to identify course corrections needed. Lily/Gloria – locate/look at the report Vickie used to check the course schedule. Include Deanna B. in conversations about checking courses.
19-2-C	Fields 1:31:02	Adjustment to FY2020 Credit and Noncredit Terms: CEWD intends to move to a three-term per year calendar that corresponds to the credit calendar.
		There is interest in making Wintermester a spring part-of-term in the same fashion that Maymester was made a summer part-of-term.
		- This is an information item. Beginning Fall 2019, CE will go to 3 terms to follow the credit terms (71, 72, and 73 - Fall, Spring, and Summer).
		- The purpose of the alignment is mainly for the students, especially for students looking for non-credit courses in a particular term.
		- There will be courses that start early or run longer, but they will be attached to a term
		- The academic calendar and the CE alignment will be taken to the Board and the ELT.
		- More conversations and communication is needed.

Topic	Presenter	Details
19-2-D Hours per Week Field in SSASECT/ Meeting Times and Instructors/ Meeting Locations and Credit	Peeples 1:36:20	The "Meeting Locations and Credits" tab under the "Meeting Times and Instructors" tab of SSASECT includes a field entitled "Hours per Week." This is a calculated field in Banner that current procedures required schedule builders to spend time on to adjust the calculations. However, it is not clear to what end schedule builders are being asked to spend time adjusting this field. It is not used for state reporting, and we have not been able to determine who uses the adjusted field or for what purpose. It may have been used for Faculty Load at one time, but that appears no longer to be the case. If the adjustment is not needed for anything, we could save time in the schedule building process if we omit that part of the process that required people to touch that field. - Lily – - Could be for TRS purposes for part-time faculty Action: Check with HR Action: Tom to give feedback from this meeting to Jinger.
19-2-E Canceled Courses	Malone 1:43:21	There is an issue in Banner with courses that should have been canceled that were never actually canceled. Thus, we end up with numerous "active" course sections with zero enrollment that should have been canceled. Are there ever times when a course section with zero enrollment should not have been canceled? What do we need to do to ensure that canceled course sections actually get canceled in the system? These zero enrollment course sections that should have been canceled can impact several things, but just one example is the calculation of average section size. Sections that should have been canceled but remain active with zero enrollment get counted in averages when calculating average section size causing the average section size to be understated. - Courses with zero enrollment should be cancelled - Cancelled courses do not roll to the next semester Action: David to find out if there is a pattern Action: David to send the members of the committee the report with details
19-2-F	Hurtado Diaz 1:48:00	U.S. Residency Status of Faculty Members For an annual external report, IRO uses a query that looks for certain visas in GOAINTL. However, someone in HR recently made IRO aware of another field in the HR module in Banner that contains U.S. Regulatory Status. It is unclear if we should be using this field instead of GOAINTL. Also, since GOAINTL is a form maintained by ARO, there are concerns about its accuracy when it involves faculty members who have or who have had student status. As a consequence, IRO asked HR how information is being pulled for IPEDS and for the CBM-008. According to the person in HR who provides the personnel data for state and federal reports, we are not using information from Banner to identify international employees. In fact, we are reporting zero international employees on the IPEDS and CBM-008 reports, because HR enters zeros regardless of what is in Banner. This is definitely not accurately reporting the data. The data map provided by TCC indicates that the international status depends on information from GOAINTL and SPAPERS. - HR is reporting 0 for international faculty - HR was not represented at this meeting. The conversation will continue and report at the next meeting.

19-2-G	Fields Quezada 1:53:03	Pronouns and gender identification in Banner - Example of pronouns: her, him, theirs. Not just male and female. - New update for Banner Self-Service. In the next Banner upgrade. Selecting a pronoun or a gender identification could be presented to the students. If opened for students what will be the guidelines? What will be accepting? - The state, in a cbm indicates they will no longer do gender-bias and no longer reported. Lily will send the information to Gloria. - There needs to be a conversation with Student Enrollment Services Action: Lily to talk with Student Enrollment Services
19-2-H	Fields Quezada 1:58:36	New buildings and rooms in Banner and Ad Astra Action: Take this item to the campus planning group(s)

6   Adjourn 12:02