1   Meeting Logistics

Date	**Wednesday, August 7, 2019**
Time	**1:00 p.m. to 3:00 p.m.**
Locations	**218 CHEC**

2   Participants

Role	Name
Chair	Tom Martin
Recorder	Gwynith Best
Committee Members & Invited Participants	***Committee Members:*** Carolyn Jones (Financial Aid), Ashfia Naheed (Business Office), David Malone & Gloria Hurtado Diaz (IRO), Deanna Brown (Bursar's Office), Jay Rogers (Human Resources), Cassie Peak in for Jinger Peeples (AA/AD Group), Karen Murph (Academic Support), Lily Quezada, Todd Fields (Registrar's Office), Linda Wee (Interim Workforce & Economic Development), Vesna Sarafov & Fay Hancock (Technology Services), Wendy Gunderson (Deans), Yidong Zhang (Testing)
	Guests: Michelle Moore (Barnes & Noble Bookstore)
Committee Members Not Attending	Abe Johnson (Provosts), Alan Pixley (Financial Aid), Cameron Neal (Academic Administration), Karen Bell (Purchasing); Rhonda Bolton (Registrar's Office),

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

Committee Business		
Topic	**Presenter**	**Details**
19-2-2 Intros	Martin	New Members: Fay Hancock, Jay Rogers, Linda Wee, Yidong Zhang, Guests: Michelle Moore

Ongoing Issues

Topic	Presenter	Details
19-8-E Need to Identify Campuses Associated with Online Courses	Fields Moore	The Bookstore is having difficulty with online courses (section code = WWn. When an online student registers for a WW course and orders books from the Bookstore, it is difficult for the Bookstore to determine where the books should be delivered for students to pick them up, because there is no campus associated with the WWn courses. At one time, deans had agreed to code online courses in such a way that the campus could be identified (e.g., "WS1" for an online course taught at the Plano (Spring Creek) Campus, or "WP1" for an online course taught at the Frisco (Preston Ridge) Campus, or "WC1" for an online course taught at the McKinney (Central Park) Campus. That convention didn't last long, and now the Bookstore is looking for a way to determine where books should be delivered. Is this an issue that DS&QAC should consider, or should it be referred to the deans, VPPs, or some other group? If it is a DS&QAC issue, then we need to address it. Michelle Moore made a presentation showing how problematic it is for students to order books for online courses. The Banner 9 Web site erroneously indicates that the pick-up location is the Plano store for all Web courses. A proposal was made to use a code to indicate the campus location. This, in turn, led to a discussion about a long-term solution that involves creating a single space for the Bookstore to house all course materials for all online courses that would provide a single shipping and pick-up point. A proposal was adopted for an immediate, short-term solution that creates links for online courses to each of the main campuses. Students will select links until they find the campus associated with their particular Web course materials. Action: Fay and Michelle will collaborate on the verbage and the HTML needed, and update the crosswalks as an immediate, short-term solution. Action: Tom will add this issue to the next Executive Leadership Team meeting agenda to discuss a long-term solution such as providing the Bookstore with space to house and distribute virtual campus materials in the future.
18-1-C Data Standards Manual Revision & Update Subcommittee Status Report	Fields (Chair), Bolton, Brown, Gunderson, Hardesty, Hurtado Diaz, Malone, Murph, Peeples, Pixley, Quezada, Torres	The following issues have been added to the subcommittee's work and were included in the subcommittee's status report: • Jon reported meeting with AAs/ADs and that that deviations from course build guidelines should be resolved. Action: Subcommittee will Inform Raul Martinez of actions taken at last meeting. • Incorporating ISD names into Texas public high school names in Banner: Recommendation: Use SOISBGI lines added for name changes (e.g., Frisco ISD, McKinney ISD, etc.) Action: Tom will send the names of all of the in-state ISDs to Lily. Action: Subcommittee to come up with conventions for • Campus names ("Gene Burton Center" was changed to "Rockwall Gene Burton Center" in Banner validation table.). • Changes in how section codes are used Action on this item was deferred until Dr. Hardesty is present to give recommendations based on discussion by academic leadership.

Topic	Presenter	Details
18-1-E Posting of Credits by Exam	Fields, Hardesty	• Status report on credits by exam postings: • Report from the Prior Learning Task Force • Report from deans' discussion DS&QAC recommendation based on the discussion was to keep the posting of credits by exam as is. Action: Remove this item from DS&QAC agenda and defer to the Prior Learning Task Force.
18-1-K Major Codes	Fields, Martin, Quezada	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 simplify the major codes and minimize changes by deleting the latter? Recommendation: This item will be tabled until Workday is implemented.
19-2-A Criminal Justice FoS CIP Code	Hurtado Diaz, Pixley, Murph	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? Action: The CIP code will be changed to the correct CIP Code Action: Alan Pixley will take care of the submission to the Dept. of Education. Action: Leave item on DS&QAC agenda for one more meeting to ensure follow-up.
19-2-B Course and Section Build Errors	Hurtado Diaz	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? Action: Gloria will start copying Deans when she sends error reports. Action: Gloria will attend a Dean's/Associate Dean meetings and AA/AD meetings to explain the error report. Action: Dean Gunderson will send the academic contact list to Deanna Brown; FLAC contains the CUDB codes and the associated names. Action: Remove this item from the DS&QAC agenda.

Topic	Presenter	Details
19-2-D Hours per Week Field in SSASECT/ Meeting Times and Instructors/ Meeting Locations and Credit	Peeples, Martin	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. The current build manual requires the hours be changed from 2.88 to 3.0, but if it's not changed, it doesn't appear to affect anything. Kiran Patel indicated that Le Anne Eaton indicated that this field is used somewhere, but it was not clear where it is used. Action: Tom will talk with Le Anne about the use of the SSASECT Hours per Week field and report at the next meeting.
19-2-E Canceled Courses	Malone	There is an issue in Banner with courses that should have been canceled that were never actually canceled. Consequently, Banner ends up with numerous "active" course sections with zero enrollment that should have been canceled. 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. Rooms are held when classes with zero enrollment are not 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? It was noted that some AAs/ADs may be reluctant to cancel course sections with 0 enrollment, because cancelled sections don't roll to subsequent terms, and they want the section to roll. David Malone distributed a list of non-cancelled credit and non-credit sections where sections have 0 enrollment. Action: DS&QAC recommended that, since cancelled sections do not roll to the next term, AAs/ADs should cancel the sections immediately after the roll to the next term. Action: Gloria Hurtado-Diaz will add courses with 0 enrollment to the course error file. Action: David Malone will talk with Lily and Fay to explore a programming solution. Action: Leave this item on the DS&QAC agenda for an update at the next meeting.

Topic	Presenter	Details
19-2-F U.S. Residency Status of Faculty Members	Hurtado Diaz	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. Action: Since the HR representative needed to leave the meeting early, Gloria will follow up with Jay Rogers, coordinate with Lily and Todd, and report back at the next meeting.
19-2-G Pronouns and gender identification in Banner	Fields Quezada	The new update for Banner Self-Service allows students to identify a preferred gender and pronouns (he, him, she, her, etc.). Todd and Lily discussed the need for discussion about whether to make this option available to students and what guidelines should be put in place. The Committee suggested that there should be a broad discussion among Student & Enrollment Services staff to decide how to proceed. In the discussion, DS&QAC members were informed that the THECB is considering how to rewrite the State reporting manual to allow for more response options than the traditional male/female response. It was also suggested that when we know what the THECB decides, Collin College should establish a practice and update the Data Standards Manual. Action: Wait for the THECB to decide how they will recode gender, and, then, establish a practice for Collin College and update the Data Standards Manual. Action: Table this item until we know what the THECB is going to do...
19-2-H New buildings and Rooms in Banner and Ad Astra	Fields Quezada	After discussion at a prior meeting, it was determined that the question of how to identify new buildings and rooms in Banner and Ad Astra should be referred to the various campus planning groups. However, people need to initiate preliminary schedule building at the new campuses, but they are unable to do so, because there are no campus codes for the new campuses in Banner. Action: Lily will work with the VPPs and Sandi Herrera to identify campus codes for the new campuses and building codes for campuses that have multiple buildings and incorporate the new codes into Banner, so Sandi can use them in Ad Astra and Deans, Associate Deans, and ADs/AAs can use them to start building courses at the new campuses.

New Issues		
Topic	**Presenter**	**Details**
19-8-A High School Year Indicator	Martin	Dr. Schumann requested that the Committee address the fact that the world of high school dual credit is changing and the need for data is increasing. One of the data issues that is coming up with increasing frequency is related to a recent policy adopted by the Board of Trustees. We need to be able to establish which academic year is a high school dual credit student's senior year. The high school graduation date in Banner is oftentimes not a good indicator for several reasons. For example, it may be an estimated graduation date that fails to accurately capture a actual graduation date; or it may be a graduation date from a school like Plano Williams reflecting when a student finishes at that school rather than when a student actually graduates from high school. How can we identify in Banner which academic year is a given student's high school senior year, so we can track more effectively the transition from high school senior year to Collin FTIC status? Action: List Todd as the presenter of this item for future meetings. Action: Lily will redo the form used to capture high school class status.
19-8-B High School Graduation Dates	Hurtado Diaz	While working on this year's federal IPEDS Fall Enrollment report, it was found that 998 students (3% of the student population) had high school graduation dates prior to 1960 going back as far as 1901. Are these early high school graduation dates being used as codes for something other than high school graduation dates? If so, is there an alternative way to code them? IRO uses these dates to generate data for IPEDS and other reports, so if the dates are wrong, it creates problems. Action: Gloria will send samples to Lily, so she can explore the issue.
19-8-C Credit by Exam Data Coding Anomolies from Plus System	Martin, Malone	This is an information item for Banner users attempting to use Banner data to look at credit-by-exam. As it turns out, there is more than one method used in Banner to represent credit-by-exam, primarily prior to AY2009. Credit by exam is represented by different codes in either of two fields: • In SHRTCKN_CRSE_NUMB (section code): By the codes CLE, TP, CL1, AP, AP1, CRE or CR1; • In SHRTCKN_CRN: When the first two positions contain the letters "SG." This variation was discovered by David Liska in IRO in the course of working on a project, and it substanailly complicated the project until we figured out what was going on. Action: Lily will include the codes in the Data Standard Manual.

Topic	Presenter	Details
19-8-D Student Type for Home School Students	Martin	In the Student Type field of Banner's SGASTDN form, students who are home school dual credit students" are supposed to be coded as "H" (Home School Dual Credit). However, when IRO looked at the high school (SCAHSCH) attended by a specific student coded as "D," it was discovered that her high school was "Home School-TX." So, her Student Type should have been "H." In discussing the coding of Student Type with the Registrar's Office, it appears that the process is now automated to some degree with dual credit students automatically coded with "D." The Registrar's Office then corrects Student Type when someone points out specific students who are actually "home school dual credits." This will lead to overstating numbers of "high school dual credit" students and understating numbers of "home school dual credit" students in internal reports. With rapidly increasing numbers of high school dual credit and home school dual credit students, it becomes important that we get the numbers right to support effective decision making. Action: Lily will look for a solution and report back at the next meeting. Action: Retain this item on the agenda to ensure that follow-up occurs..
19-8-F Student Middle Names	Jones	Some students are entering information into the middle name field other than middle names; usually some indication that the middle name is not applicable.. While the nonapplicability actually may be correct for some students, the "N/A," and other nonapplicability information is incorrect as a middle name. This can cause issues for several departments that need to verify data. Here are the counts of students with these middle name issues as of 8/1/2019: "N.a" = 1; "N/A" = 12; "None" = 10; "NA" = 16. Action: Carolyn Jones will send the list to Lilly to be cleaned. Action: Remove this ideam from DS&QAC agenda.

6 Adjourn 3:37 p.m.