



1 Meeting Logistics

Date	Thursday, November 11, 2021
Time	10:00 a.m.
Locations	225 CHEC

2 Participants

Role	Name
Chair	Tom Martin
Recorder	Gwynith Best
Committee Members & Invited Participants	Committee Members & Representation
	<ul style="list-style-type: none"> ✓ Bell, Karen (Purchasing Office) ✓ Bolton, Rhonda (Records) ✓ Gunderson, Wendy (Curriculum Office) ✓ Herrera, Sandi (Academic Scheduling) ✓ Hurtado Diaz, Gloria (State/Federal Reporting) Johnston, Barbara (Business Office) ✓ Malone, David (Data Warehousing & Business Intelligence) ✓ Mesch, Brenden (Deans' Group) ✓ Musa, Karen (Continuing Education/Workforce & Economic Development) ✓ Naheed, Ashfia (Programming) Neal, Cameron (Academic Administration) ✓ Ochoa, Zane (Testing Office) Peak, Cassie (AA/AD's Group) ✓ Pixley, Alan (Financial Aid Office) ✓ Quezada, Lily (Student Information Systems) ✓ Rogers, Jay (Human Resources Office) ✓ Ruiz, Angie (Bursar's Office) ✓ Sarafov, Vesna (Technology Services) ✓ Smith, Mark (VPPs/Provosts Group) ✓ Waits, Jennifer (Registrar)
✓ = Attended Meeting	Invited Guests: David Stevens Other Guests: Jeramie Hicks, Jonathan McAnally, Sammi Woodyard

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

Regular Committee Business		
Topic	Presenter	Details
Approval of Meeting Notes	Martin	June 29, 2021 meeting notes were sent to Committee members prior to the meeting. Meeting notes were unanimously approved as presented.
Introductions	Martin	New Members: Jennifer Waits Guests: David Stevens, Jeramie Hicks, Jonathan McAnally, Sammy Woodyard
18-1-C Data Standards Manual Revision & Update Subcommittee Status Report	Waits (Chair), Bolton, Brown, Gunderson, Johnston, Hurtado Diaz, Malone, Murph, Peak, Pixley, Quezada, Naheed	<p>New Campus and Building Codes: Lily has been working with Dr. Hardesty and Sandi Herrera on adding the new building names and rooms in Banner and Ad Astra (relates to 19-2-H), but there is not a standard naming convention or campus codes for campuses. Celina is CEC and Farmersville is FVC</p> <p>Numerical codes are being used for section codes, except for dual credit classes and Q for co-requisite classes.</p> <p>High School Names: Incorporating ISD names into Texas public high school names in Banner will be useful for sorting high schools in reports and having them appears with the other high schools in whatever ISD they share.</p> <p>Lily has been updating the ISD names for service area ISDs.</p> <p>ACTION following 6/29/2021 meeting: Tom sent Lily a list of the names of service area high schools with their corresponding ISDs on 3/10/2021.</p> <p>ACTION following 6/29/2021 meeting: Lily to follow up and confirm.</p> <p>11/2021 Update</p> <ul style="list-style-type: none"> • Status Report: Lily and Sandy are working on the new campus and building codes. Still no standard. The codes are for internal use. Students see the full campus name. Will need to revisit with Workday. • Numerical codes are set for the different campuses. • Section codes: Completed. Workday may have other components to identify campus and what type of course. "Q" is still being used for dual credit classes. There's not a standard for CE section codes. • High School Names - Completed: The ISD name is entered for Texas schools. <p>ACTION: Remove from agenda. May need to revisit when shifting to Workday.</p>



Topic	Presenter	Details
<p><u>19-2-E</u> Canceled Courses</p>	<p>Malone</p>	<p>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.</p> <p>ACTION (following 2/2019 meeting): 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.</p> <p>ACTION (following the 8/2019 meeting)</p> <ul style="list-style-type: none">• Gloria Hurtado-Diaz will add courses with 0 enrollment to the course error file.• David Malone will talk with Lily and Fay to explore a programming solution.• Leave this item on the DS&QAC agenda for an update at the next meeting. <p>ACTION (following the 5/2020 meeting): Lily will get a script to batch cancel the older term classes.</p> <p>ACTION (following 8/2020 meeting): Follow up at the next meeting.</p> <p>ACTION (following 6/2021 meeting): Follow up at the next meeting.</p> <p>11/2021 Update: The problem ticket for this item is on hold while the programmers work with Workday. Suggestion: Present to the Dean’s Meeting to have an automated report pushed to the AAs, after census date, roll date, or before roll date.</p> <p>ACTION: Lily Quezada and David Malone will work together to generate the report to be pushed to the AAs. Confer with Brenden Mesch and Cassie Peak.</p>



Topic	Presenter	Details
<p>19-2-F U.S. Residency Status of Faculty Members</p>	<p>Hurtado Diaz</p>	<p>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.</p> <p>ACTION (following 8/2019 meeting): 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.</p> <p>ACTION (following the 5/2020 meeting): Gloria will continue to work on this issue of how employee visa tracking can be done in compliance with reporting requirements. Todd and Rhonda will need to be involved with discussions about employees that may have a student status.</p> <p>ACTION (following 6/2021 meeting): Rhonda Bolton has been sending reports to update the VISA status. Retain on the agenda for an update at the next meeting.</p> <p>ACTION: Remove from agenda.</p>



Topic	Presenter	Details
19-8-A High School Year Indicator	Waits	<p>Dr. Schumann requested that the Committee address the facts 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?</p> <p>ACTION (following 8/2019 meeting):</p> <ul style="list-style-type: none">• List Todd as the presenter of this item for future meetings.• Lily will redo the form used to capture high school class status. <p>5/2020 Update: The counselor and dual credit staff should be checking the high school status with Banner information.</p> <p>ACTION (following 5/2020 meeting): IRO will pull data to verify if the actual high school graduation date is correct and share with Lily and Todd.</p> <p>6/2021 Update: Todd believes the process has improved. Rhonda says the grad waiver is pretty accurate and a College & Career Counselor verified. Some schools are not putting the actual graduation date.</p> <p>ACTION (following 6/2021 meeting): Tom will generate FTIC and grad data to send to Rhonda for final confirmation.</p> <p>11/2021 Update: Lily informed the group that cleaning is ongoing. Part of the problem is Axiom conversion.</p> <p>ACTION: Remove from agenda.</p>



Topic	Presenter	Details
<p>19-8-B High School Graduation Dates</p>	<p>Hurtado Diaz</p>	<p>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.</p> <p>ACTION (following 8/2019 meeting): Gloria will send samples to Lily, so she can explore the issue. Gloria has not seen problems with having the 1901 dates, just concerned when the dates are weird. No problems on the state reports yet.</p> <p>ACTION (following 5/2020 meeting): Gloria will check further into this issue, run a new report, and send it to Rhonda.</p> <p>6/2021 Update: There are weird graduation dates (i.e. 2033) for 140 recently enrolled students. Axiom is not validating graduation dates. Candace reported that the current user interface on the Axiom Legacy System for the credit application is no longer supported by Axiom. Axiom is only supporting the Elite system, used by CE. An in-house user interface is under development by Mark Garcia and his team.</p> <p>ACTION (following 6/2021 meeting): Gloria will send another report with the questionable data to Rhonda.</p> <p>ACTION: Lily and Rhonda will work on a periodic report for Rhonda.</p> <p>ACTION: Remove from agenda.</p>



Topic	Presenter	Details
<p>19-8-C Credit by Exam Data Coding Anomalies from Plus System</p>	<p>Martin, Malone</p>	<p>This is an information item for Banner users attempting to use Banner data to look at credit-by-exam. 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:</p> <ul style="list-style-type: none">• 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." <p>This variation was discovered by David Liska in IRO in the course of working on a project, and it substantially complicated the project until we figured out what was going on.</p> <p>ACTION (following 8/2019 meeting): Lily will include the codes in the Data Standard Manual.</p> <p>5/2020 Update: At the May 2020 meeting, Lily reported that the codes are ready, but have not been added yet.</p> <p>ACTION (following 5/2020 meeting): Monitor status at next meeting.</p> <p>ACTION (following 6/2021 meeting): Candace will send a list of the CE/CR linked courses to Wendy and to Gwyn. This item will remain on the agenda for follow-up when Lily attends.</p> <p>11/2021 Update: Discussion: Lily has been working with Wendy's group to send the reports with the codes. It's just a matter of IRO knowing what the codes are and how to pull the data.</p> <p>ACTION: Remove from agenda.</p>



Topic	Presenter	Details
<p>20-5-B Course Builds for Noncredit Courses Linked to Credit Courses</p>	<p>Musa, Malone</p>	<p>After talking with colleagues at other institutions, Karen Musa proposes that Collin College move responsibility for building noncredit course sections linked to credit course sections from the CEWD staff to the deans' office staffs who build the corresponding credit course sections. This would create efficiencies and simplify the logistics and communication issues that have created problems when building linked courses.</p> <p>5/2020 Update: David Malone also suggests that the College use a Banner field and have a standard to label course sections that are linked so that they can easily be identified in Banner.</p> <p>Karen Musa talked about the process of building linked sections and the planned expansion in the number of linked courses. The AA on the credit side and the CE side have been trained how to do the section builds. A shared form, initiated by an Associate Dean goes to CE (SCACRSE and SCADETL forms) to complete the forms and, then, goes to the Curriculum Office to be built on the back end. David Malone pointed out that there is a text field in Banner that can be used to indicate the opposing CRN, but there is no standard for entering the information. Lily discussed a field that indicates linked sections.</p> <p>ACTION (following 5/2020 meeting): David Malone will pull a report of the linked sections and their different formats and send it to the group.</p> <p>ACTION (following 5/2020 meeting): Once a standard is decided on, instructions will need to go into the Schedule Building manual. Tom will pass this information to Cassie Peak.</p> <p>6/2021 Update: Gloria described some of the issues created when it cannot be determined which CE/Credit sections are linked. Karen Musa said that she can pull a report showing the linked courses from the CE side. However, the credit side is now building the linked courses. Cassie had intended to propose using a SSASECT field to identify linked sections and adding information to the AA/AD Manual.</p> <p>11/2021 Update</p> <ul style="list-style-type: none">• Discussion: Flagger the current Banner issues to look at in Workday. Have the discussions with the Workday Architectures about the pain points in Banner. Have the business processes mapped out up-front.• Handout from Cassie Peak addressing this issue. Her suggestion is to defer this to Le Anne or Lily, or both.• Lily recommended the AA/ADs use the same field (supplemental data) to document the CE side.• Cassie has updated the manual. <p>ACTION: Follow up with Cassie Peak at the next meeting.</p>



Topic	Presenter	Details
<p>20-5-E Workday Data Conversion</p>	<p>Sarafov, Naheed</p>	<p>IT staff is in the process of converting Banner data into Workday data. Some items don't translate easily. The IT staff requested that the DS&QAC address a couple of questions to help IT's conversion leads. Specifically, there are two issues on which they would like input.</p> <p>1) Street Address Fields: Banner offers three street address fields, while Workday is limited to a maximum of two fields.</p> <p>2) Name Fields: Banner has three name fields (SPAIDEN/ SPRIDEN name, preferred first name, and Social Security Name [W2]). Workday offers a maximum of two name fields (legal and preferred).</p> <p><u>Street Address Fields Discussion:</u> Banner has three fields and character limitations. Purchasing and AP use three lines for addresses, mostly for business. Three lines are also used for foreign student addresses. Some addresses use the third line: a room number, "ATTN to:", etc. Le Anne indicated that she is unaware of any character limitations in Workday.</p> <p><u>Name Fields Discussion:</u> There are name fields in three Banner forms, PPAIDEN, SPAIDEN, and SOAIDEN, linked to SPRIDEN. The different functional areas are responsible for their own generic name fields. There are also a Social Security name and a preferred first name. Workday is limited to two name fields: Legal name and preferred name. In HR and Finance, for employees, name will be the name used on the W-2 or on the Social Security card. If they don't match, there will be a fine. IT currently is working with HR and vendors. Deanna Brown talked about the issues with names on the 1098-Ts and how they are divided up. Multiple first, last, or middle names must be typed in manually. Most special characters are not accepted.</p> <p>Location in Workday is used by all areas. In Banner, location is used by fixed assets, classrooms, employees. We need to figure out how to merge them from a Banner point of view to the Workday point of view.</p> <p>11/2020 Update</p> <ul style="list-style-type: none"> • David Stephens: In the process of hiring a new project manager. Will start the discussions of business processes. • Is there an opportunity to change the practice of names/addresses, etc.? David indicated that there is some flexibility. <p>ACTION (following 5/2020 meeting):</p> <ul style="list-style-type: none"> • LeAnne will look at the student addresses to see if they are different. She will look at Workday address fields to see if there is an "ATTN:" type of line in Workday. • LeAnne will respond back to Tom on the findings • Lily or Todd will send the most current Data Standards Manual to LeAnne. <p>6/2021 Update: Vesna and Ashfia had no updates on the transition to Workday Student. Tom discussed issues regarding tuition waivers and student address data and how important it will be to understand plans for cleaning these problems before Workday. Todd said some of the data is being cleaned now. Workday Student is scheduled to go live in two years. Karen Bell indicated that Purchasing has not yet cleaned any address data to fit into Workday, but has been adding new vendor addresses to fit Workday's format. HR will be entering the staff and vendor addresses for Workday.</p> <p>11/2021 Update: Vesna had nothing to add to what had already been said.</p> <p>ACTION: Retain this item on agenda for monitoring at subsequent meetings.</p>



Topic	Presenter	Details
<p>21-6-A Is It Time to Develop a Data Standards Manual for Noncredit Course, Section, and Student Data Entry?</p>	<p>Peak</p>	<p>We have a growing number of linked courses being added to the schedule, and the credit schedule builders now responsible for building them. There is no CE Schedule Build Manual. Gloria Hurtado Diaz's CE schedule audits for state reports have been coming up with more and more errors. It seems everyone builds CE sections just a bit differently. The former CE Schedule build trainer left before the conversion to Banner 9, and no one officially took up that mantle. We clearly need to provide more guidance on data standards for noncredit courses, sections, and students. Should we tackle this now, or should we wait until Workday implementation?</p> <p>Cassie was unable to attend the meeting due to a family emergency. However, the group agreed to create a new subcommittee to address this topic. Cassie was appointed chair in absentia. Other members are Lily Quezada (Registrar's Office), Phyllis Martin (CE), Mari Lopez (Curriculum Office), Gloria Hurtado Diaz (IRO), and David Malone (IRO).</p> <p>11/2021 Update</p> <ul style="list-style-type: none"> • Cassie Peak handout. Use the "800" for the Courtyard, for now. • The new numbering system will be different in Workday. <p>ACTION: Further discussion of this topic and any work by the subcommittee was deferred until Cassie Peak is available to participate.</p>
<p>21-6-B Missing Data Standards Manual</p>	<p>Tom Martin</p>	<p>Where has the Data Standards Manual gone? The Data Standards Manual had been posted to a Banner folder on the i:\ drive. However, that folder is gone, and the Manual is no longer available to users. It needs to be accessible and maintained.</p> <p>ACTION (following 6/2021 meeting): Tom will work with the Help Desk to create a new i:\DS&QAC folder where Data Standards Manuals and other DS&QAC information can be posted.</p> <p>11/2021 Update Tom indicated that everyone on the committee now should have read-write access to the DS&QA folder on the I drive. The committee will review and reach consensus on any Data Standards Manual drafts and will do the same with the CE Data Standards Manual. They will be posted to the i:\DS&QAC folder. After discussion, it was determined that others might need access to Data Standards Manuals.</p> <p>ACTION</p> <ul style="list-style-type: none"> • Anyone on the committee that does not have access should let Tom know, so he can work with the Help Desk to grant them access. • Tom will work with the Help Desk to grant read-only access to the i:\DS&QAC folder for deans and AAs/ADs. Lily Quezada (Registrar's Office) and Gwyn Best (IRO) will have read/write access, so they can post information. The folder will contain the Data Standards Manuals (the credit version and a new non-credit version), DS&QAC meeting agendas, and DS&QAC meeting notes.



Topic	Presenter	Details
21-6-E Associate Dean Codes	Martin	<p>There is a need to fix associate dean codes. New codes are inconsistent with the original intent. This will create confusion down the road. The associate dean codes were originally intended have a heiararchical relationship. The Allen Tech codes do not follow that intentt. Everyone agreed that it will be important and useful to be consistant and maintain that heirarchical relationship between campus codes, dean codes, and associate dean codes.</p> <p>ACTION (following 6/2021 meeting): Tom will speak with Dr. Schuman to propose a fix for the inconsistencies.</p> <p>ACTION: Remove from agenda.</p>
21-6-F Faculty Administrative Codes	Hurtado Diaz	<p>Collin College reports THECB administrative codes for each faculty member on the CBM-008 (Faculty Report) each fall and spring semester. Administrative codes are four-digit numbers that identify <u>primary</u> disciplinary areas associated with each instructor. As far as we can tell, neither the THECB nor Collin uses administrative codes for anything. However, that lack of use may be due to the fact that there is neither coherence nor consistency used in assigning administrative codes. Consequently, even if we wanted to use them, they would be unreliable measures of anything. If we want to use them for anything, we need to consider how administrative codes will be applied in a coherent and consistent manner. Since we are moving toward Workday, this seems like an oportunel time to discuss this issue. In the course of the discussion, it was suggested that academic areas to create a heirarchy for the Admin Codes and departments so HR can assign the correct codes.</p> <p>ACTION (following 6/2021 meeting): Gloria and Wendy will discuss the codes before they have a conversation with the departments and HR.</p> <p>ACTION: Remove from agenda.</p>
21-11-A Naming of Physical Locations in Workday	Stevens	<p>In Workday, a location may have multiple purposes, i.e., business asset, business site, campus, housing, inventory, instructional, ship-to, training room, or workspace. These uses can all correlate to a single geographic location and still be used for multiple purposes within Workday. The naming of the location is essential but takes on different meanings in different scenarios. What should be the standard naming convention for locations in Workday?</p> <ul style="list-style-type: none">• The Workday location list has been built. Be sure not to call Centers Campuses. SACSCOC has specific expectations for campuses.• Building names need to be spelled out, especially for students.• Be aware that locations drive scheduled working hours in Workday. <p>ACTION: Remove from agenda.</p>



New Topics		
Topic	Presenter	Details
21-11-A Naming of Physical Locations in Workday	Stevens	<p>In Workday, a location may have multiple purposes, i.e., business asset, business site, campus, housing, inventory, instructional, ship-to, training room, or workspace. These uses can all correlate to a single geographic location and still be used for multiple purposes within Workday. The naming of the location is essential but takes on different meanings in different scenarios. What should be the standard naming convention for locations in Workday?</p> <ul style="list-style-type: none">• The Workday location list has been built. Be sure not to call Centers Campuses. SACSCOC has specific expectations for campuses.• Building names need to be spelled out, especially for students.• Be aware that locations drive scheduled working hours in Workday. <p>ACTION: Remove from agenda.</p>
21-11-B Input of Location Information in Workday	Stevens	<p>Workday does not validate addressing. It will allow users to enter Drive, DR, dr., or dr. However, Workday will also allow users to input special characters such as # and &. Users need to be aware of the implications of the use of these characters. This breaks many integrations, primarily with ERS and TRS. What should be the guidelines on how addresses can be entered?</p> <ul style="list-style-type: none">• A front-end application is needed to check/validate addresses.• An approver step can be added for changes to addresses. <p>ACTION: Follow up with IT (Vesna) at next meeting.</p>
21-11-C Course Titles in Banner	Martin	<p>Course titles in Banner, particularly at the section level, are entered so inconsistently that they create major problems for anyone needing to do any analysis using course titles. There is a course title at the course level in Banner, and divisions or programs can modify them at the section level creating inconsistencies. Words and sections of course titles are separated irregularly by spaces, commas, colons, semicolons, dashes, underscores, slashes, back slashes, etc. The use of descriptors like “Lab” is equally inconsistent being placed at the beginning of the title, at the end of the title, or altogether omitted. There are so many variations of abbreviations that are inconsistently applied and are sometimes so cryptic as to be indecipherable,</p> <p>There needs to be discussion about data entry standards for course titles, so they can be more consistent, useful, and amenable to analysis when necessary.</p> <p>This may need to be addressed with Workday.</p> <p>ACTION: Wendy will check to see if the titles on the transcripts pull from the catalog level. She will report back at the next meeting.</p>



Topic	Presenter	Details
21-11-D Data Standards Manual	Martin	<p>Do we know enough about Workday and its particularities to consider forming a subcommittee to start reviewing and revising the current Data Standards Manual within the context of Workday? If yes, how do we want to proceed? If no, when will we reach that point?</p> <p>Jennifer Waits doesn't think we have reached that point yet, according to the meetings she has attended.</p> <p>ACTION: Jay will share the biographic data from the HR side in the DS&QAC shared folder.</p> <p>ACTION: Remove from agenda.</p>
21-11-E WW Campus Code	Hurtado Diaz	<p>At the moment, the only way to distinguish iCollin course sections from other online course sections is by the 23700 (Jill Nugent) associate dean code. If iCollin operates as any other campus, should it have its own campus code? What are the implications if a new one is created?</p> <ul style="list-style-type: none">• Not every online course is an iCollin course. "VC" is supposed to be the campus code for iCollin courses. "WW" will not be used in Workday, but the instructional method will show "WW."• There is a script to run to update students' schedules to show "WW" or "VC," if it's crucial. <p>ACTION: Tom will talk to Sarah Lee and Jill Nugent to request that they start using "VC" as the iCollin campus code. He will report back at the next meeting.</p>

6 Adjourn: 11:32 a.m.



Tabled Topics		
Topic	Presenter	Details
18-1-K Major Codes	Waits, Martin, Quezada	<p>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?</p> <p>ACTION: Table this item until Workday's Student System is implemented.</p>
19-2-G Pronouns and gender identification in Banner	Waits, Quezada	<p>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.</p> <p>ACTION: Table this item until the THECB decides how they will recode gender. Then, establish an appropriate practice for Collin College and update the Data Standards Manual.</p>