

DSSWAG

Monday, August 25, 2008

ITS Conference Room

3:00pm to 4:30pm

Attendees: Jose Pena, Jing Luan, Bart Scott, Donna Bestock, Rob Johnstone, Kathy Blackwood, Edgar Coronel, Gregory Stoup, Sherri Hancock, Eric Raznick, Maria Norris, Suki Chang

Jing introduced new members (Rob Johnstone, Gregory Stoup) to the committee, and explained the purpose of the committee. Jing also mentioned that Ada will join the committee from next meeting. DRC usually meets before DSSWAG, but it will be chaired by Vicki M., therefore, meeting time of DRC may be changed. Sharepoint is also available for accessing the information.

DISCUSSION –

1. Use of multiple reports & approaches to verify FTES reporting (Kathy, Sherri, Jose)

Edgar asked what approach we should take to have consistent process across the colleges. He has reviewed a report (process audit) Skyline has developed which includes the key elements to develop of schedule and some of the reports. Edgar would like to bring the report to the committee and have a discussion for what colleges to do and identify tools or information to share to come up something better.

Sherri said that the most important thing for getting the quality data is set up a system of checks and balances along the way.

Jing asked timeline to have a chance to review the process audit as a group. Sherri answered we should get together once the class is settled down. Jing asked Donna and Edgar to help the committee how the process audit tools being reviewed and being used by division deans and division assistants, and train managers. Jose commented that Canada customarily going through schedule clean up as a group. He uses the schedule development which created by Joanne Trott. He also found that interruptions, entering information without prior knowledge of what they are doing are reasons having incorrect data.

Next meeting, the committee will review and discuss the process audit. Bring samples. Donna, Sherri and Edgar will make sure the document gets to JAM (Jose, Ada, and Maria) to have a chance to look before the next meeting.

2. Enrollment projection (???) and data workshop for managers (Donna)

Donna commented that part of having the process audit is not just for 320 report but also for the enrollment management, and what we need to do is make sure tools have been to provide are in used, and how to read data and what it means in terms of how to make decisions. She would like to send out a survey to everyone

who uses Hyperion and asks how much it is being used, how to use and what is missing. Eric asked if the survey is limited to Hyperion users or include others. Donna answered it is for both groups, and said that Hyperion is well-developed system that we need to know 1) specifically how it is being used and what further training needs to be done; 2) not just to have accurate reports but also to use it for review and understand the information.

Donna will have a proposed survey at the next meeting.

Jing asked how the survey for Hyperion relates to process audit for FTES. Donna answered the Process audit is whole process of schedule development. What she is trying to do is make it a central way of doing things; not just getting information but also analyzing the information.

One of the purposes of the workshop is the better use of Hyperion: how to navigate, how to make decisions.

3. Approach to Colleges' review of MIS term end reports (Eric, Edgar, Jing)

Edgar reported that from the CB08 (basic skills) the code "P" is eliminated. P was designated to pre-collegiate courses, and currently we have 112 courses coded P and those need to be changed to B or N.

There is an additional code J (workforce preparation) in CB22 (Noncredit) coding, and Edgar asked direction from DRC on courses that should be coded as J.

Jing asked if DSSWAG would be responsible group for making sure all reports (MIS) submitted correctly.

Jing asked on clarification on definitions and coding of Distance Ed and concurrent enrollment as the courses offered at the different locations and the method. Jing will have a meeting with Edgar and Eric sometime soon.

Next meeting will be announced later as soon as it is coordinated with DRC meeting.