

DSSWAG

Monday, January 28, 2008

Board Room

3:00pm to 4:30pm

Attendees: Edgar Coronel, Jing Luan, Kathy Blackwood, Jose Pena, Maria Norris, Cathy Hasson, Eric Raznick, Suki Chang, Donna Bestock, John Sewart, Bart Scott, Sherri Hancock

ACTION –

1. Review of Nov 26, 07 notes (All)

2. Review and approve DSSWAG Revised Mission (All)

All agreed that DSSWAG is an acronym for **Decision Support Systems Work Advisory Group**.

Cathy and Donna asked to add “analyzing and improving data integrity” before “providing guidelines,...” on the first sentence of the mission statement; with the revisions, the members approved the statement. Jing will revise the approved statement and share it later.

3. Confirming members on DSSWAG (Edgar, co-chair)

Cathy suggested adding the title next to the members’ name.

Jose asked if one of the VP of instruction be included as a member, and Jing commented that it would be too hard for the VPs who have busy schedule already. Jing added that he and Donna can be act as a liaison between VPs and the committee, if necessary. The group recommended to consider approaching CSM and Cañada to add one instructional dean from each.

DISCUSSION –

4. Registration Codes used for computing statistics (Edgar, see Jing’s Jan 3 email)

The group reviewed the codes and their use.

5. Developing Operational Banner DED (Eric, Jing)

Edgar said that it is a huge tasks, and it can be divided and assigned to the members. He also said that some SDA tables have the DED at this point, and he will send the URL where it is stored to the members.

6. 320 Reporting and Hyperion discrepancies (Edgar, Kathy)

Kathy said that Hyperion report data changes with no apparent reasons, and asked if the data can be freeze for certain reporting dates. Edgar answered it is all about timing when the data is taken. He said that Hyperion can’t be used for 320 reports, but it is useful for planning purposes (i.e. FTES verification or Enrollments projection).

The group recommended for next meeting a discussion on how colleges use existing reports to analyze FTES. The group further recommended discussing training for managers to use data reports.