

## Meeting Minutes

Wednesday, December 6, 2006

**ITS Conference Room in DO.**

1:00pm to 3:00pm

Tentative agenda:

1. Status of DESR (Edgar)
2. Defining reporting requirements in our district in preparation for data warehouse tool demonstration and selection

Old Business

3. Next Phase (Edgar/Jing)
  - a. Replacing Green Bars
  - b. Including 320 reports
4. Other

Attendees: Jing Luan, Kathy Blackwood, Jose Pena, Eric Raznick, Henry Villareal, Shell Chen and Edgar Coronel.

### **Status of DESR (Edgar)**

Edgar gave the following status report:

1. DESR – 200703 is up and running
2. Conducted training at SKY, District and CSM. Canada needs to be scheduled
3. We are unsure of how widely it's being used. The feeling is that it's not and agreed to schedule additional training in January.
4. Suggestions/open issues from training sessions:
  - a. Bold totals in Detail Drill
  - b. Add term to: Demographics, Detail Drill and Division Summary headers
5. Kathy Hasson had asked for Demographics page in DESR to be calculated based on Census date (currently is based on actual). Group through they needed to discuss with entire group.
6. Edgar reported that additional, more advance controls were requested, however, we will need additional training and support from Hyperion in order to do that. The requested controls are:
  - a. Better navigation drill down
  - b. Saving settings
  - c. Go back 1 screen at a time during drill down
  - d. Open up in Intelligence Viewer
7. A new "prototype" of a Demographics Comparison Report is being developed by Shell. The group reviewed it and asked it to be sent to the rest of the group from review and feedback. The report heading should be 'Official Student Census Demographics Report'.

## **Defining reporting requirements in our district in preparation for data warehouse tool demonstration and selection**

1. Jing suggested that we create a group led by Edgar and Kathy Hasson to, with assistance from others (Jing, Jose, Kathy B, etc.), work through the survey results.

## **Next Phase - Including 320 reports**

1. There was a discussion about having the ability to compare current enrollment data against the 320 throughout the registration period. There was some discussion about how difficult that would be since the 320 is “pulled” from several sources and “manually” put together. Edgar suggested that we needed to do further analysis, with Kathy B’s and Jose’s help to better understand the requirement.

## **Next Phase – Setup Sungard Demo**

1. Jing asked Eric to work with Frank in setting up a demo, identify who should attend and how many sessions to schedule. It was also discussed that we need to develop an “education” process to inform people about the differences between Brio/Hyperion, data warehouse, Banner, etc.