

## DSSWAG

Monday, November 24, 2008

**Club Vista**

3:00pm to 4:30pm

Jing Luan, Ada Delaplaine, Maria Norris, Jose Pena, Eric Raznick, Donna Bestock, Rob Johnstone, Kathy Blackwood, Donna Bestock, Gregory Stoup, Bart Scott, Suki Chang

### Agenda:

- 1 FTES Audit Process documentation cross-fertilization update:  
Jose posted documents on the Sharepoint. JAM will review the documents and the rest of the members also to review before the next meeting. Kathy proposed to have automatically generated emails when someone post or edit the content of the Sharepoint folder.  
**ACTION:** We will review it next meeting on February 23, 2009.
- 2 Use of Enrollment reporting training for managers – survey (Donna, Rob)  
Rob-Basic idea was look at 4 main domains – enrollment, faculty load, faculty availability, course characteristics. 6 basic questions were developed on each domain. Answers are consisted of check list and a text box. URL is set up for future updates. The information he is trying to get is what do you use it now, what do you use it for, what is it you are not have, are you satisfy with the data, where do you get, do you have any other observations. Rob and Donna will work on the order and the wording of the questions and post it before the next meeting.  
**ACTION:** Rob wants to send out the survey in mid-January. Planning for the training is in March, 2009.
- 3 Update: Course Equivalency Matrix (Jing)  
This is requested from the Board asking us to develop course equivalency matrix. Last March or so, district curriculum committee chairs joined Jing in consultation with ITS and JAM, came up with design and the data sources were identified and put it on the Sharepoint for the board and key decision makers to see. We discovered that a few issues with accuracy of data. At this point the audiences are the board, curriculum chairs, and faculty senate. From the students' point, it is confusing to have the same class across the district with different names and class numbers. Best and the hardest way to deal with the problems is the department faculty of the three colleges get together and decide the course names and numbers. Maria suggested that the course descriptions include "...equivalent or similar to ..." since it can't work out in a short period of time. Jing concluded that this topic will need more discussions and time, and suggested working with ITS and JAM to make an initial attempt.  
**ACTION:** The next version will be shared with JAM prior to wider distribution.
- 4 Update: Coding (Edgar, Sherri, Jing)  
Eric reported CCCO emailed the data on the new MIS query project. What is good about this is ability to query supplying specific records. Another one is downloading data. Eric will create a local database which will match with MIS data. At this point, it is just database, but we can expand of the use of data.

- Distance Ed – Jing reported, with the help of ITS and JAM, we were able to agree that we use a new field in Banner called MIS online (O: online; H: hybrid; T: telecourse; N: face-to-face.) Jing ran a headcounts reports, and since the instructional staff at the three colleges are behind the data that he will have the confidence to use and provide the data to VP and the Board.  
**ACTION:** Jing will send the BQY to the researchers to show how he got the data.
- Concurrent Enrollment – Jing used the rate code to identify the locations of the classes are taught.  
**ACTION:** There are still a few issues to be resolved, and he will work closely with Eric and Kathy.
- International Ed – districtwide international student headcounts are down over the years, but we have not found a way to get the most accurate count of international students. The number should be the students who received I-20 from our colleges. Bart took the lead and said that the student numbers are different depend on whom you talk. He said that the numbers in first column are from advisors, and the second column is from ITS using residency code. Cañada uses the rate code, and numbers are smaller than the other two methods. Jing hopes to have automatic ways to count the international students. Donna asked who is the one who gets information about the rate code. Eric and Kathy said that there is no clean cut answer for the question.  
**ACTION:** Jing will bring the topic to ESC.
- Out-of-State – there is no clear differentials on International students, out-of-state in terms of the revenue generated from them.  
**ACTION:** This will be discussed at the next meeting.

The next meeting will be held on February 23, 2009.