Solutions and Innovations Work Group  
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

**Members:** Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

**Purpose:** Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

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**Agenda**  
August 27, 2014  
2:00 PM, PCR

1. Call to Order
2. Review/Audit of EIS Reports (Dali and All)  
   - Wait list  
   - Section Seating  
   - FTES Analysis
3. Student Data Touch points/Census Enrollment/Student Query (Ahsen, Ryan and All)
4. Program Review EIS Report Modification (Ryan and Ahsen)
6. Consequences of making coding changes (Lee)
7. EIS report: Detail Budget (Ahsen)
8. Access Database Files (Lee)
9. Ethnicity data coding (Ryan and Ahsen)
10. Convert WSCH columns to E-WSCH (Ryan)
11. Faculty Load Exception Report (Lee-Per VP)
12. Web Forms Alignment (Ryan and Dali)
13. Research/Survey/Assessment/Evaluation related requests (Dali and Ryan)
14. Orosi-IEBC Grant Partnership Data Request/Agreement (Tim)
15. EIS Mega Upload Process Development (Lee and Ahsen)
16. Filipino ethnicity data coding and collection (Ryan and Dali)
17. Foster Youth Data Capture/MIS Flag
18. Process and Protocol for reporting enrollment and course offerings to media inquiries (Tim and Dali)
19. SIG Sharepoint Site Request (Tim)
20. MIS Data Audit (Ryan B-S & Ryan W)
21. CTE, Non-CTE Status (Ryan J., Tim, Lee and Dali)
22. Disability Report Modification (Lee)
23. IS Dept. Coding Issues (Ryan and Dali)
24. Drama/Theater Dept. Coding Issues (Ryan and Dali)
25. SOCS: AJ and PS Dept. Coding Issues (Ryan and Dali)
26. NURS vs Allied Health Dept. Coding Issues (Ryan and Dali)
27. Training and Resources for LaunchBoard Data Upload Point People (Ryan J. Tim and Dali)
28. Adult Education Consortium Survey Data Request (Ryan J., Lee, Dali and Tim)
29. Hybrid-Distance Ed Report (Lee and Dali)
30. National Student Clearing House: StudentTracker: New Enrollment Status (Lee and Ryan)
32. The COS FactBook—Sources (Dali and Ryan)
33. Age and Age at Term Fields (Ryan and All)
34. Workshops/Training (Tim and Dali)
35. SQL Data Warehouse Mapping/Audit (Ryan and All)
36. Efficiency Report & WEXP Coding (Dali, Ahsen and All)-Follow-up
37. Documentation- Develop a template (Ahsen)
38. Academic Planning Data Tables Methodology Update (Ryan)
39. Faculty Replacement/Growth (Dali and Ryan)
40. 2009 Data Resubmission Update (Lee & Ryan B-S)
41. Evaluation of TracDat
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43. Identification on Transfer Degrees--there are two types (Lee) –Follow-up
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45. Faculty Evals (Ryan)
46. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
47. IPEDS Caveats and 2014-15 Schedule (Ryan)
48. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
49. Data for Learning Resource Center-Follow Up (Tim)
50. Scholarship Recommendation Update (Tim)
51. Retroactive Degree Awards (Dali and Ryan)
52. Retroactive Grades (Dali and Ryan)
53. Training on how to use and protect PII
54. Locally maintained databases (Ahsen)
55. Student Data Dashboard Models (South Orange County CC and Santa Barbara City College) (Dali and Tim)
56. Decision Support Systems-DSS (Dali and Tim)
57. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
58. DataLink Issues (All)
59. Other

**Solutions Found**

As of April 9, 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

As of May 19, 2014
1. Facilities Data Request ([Data-Request-2014-02-12T12_27_22](#)) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

As of May 27, 2014
1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model

As of June 18, 2014
1. First Generation Student Data Revision & Validation
2. Work Experience Data Regrouping, Revision & Validation
3. IPEDS 2014-15 Changes/Updates (Learning Resource Center/Library)

As of June 25, 2014
1. Student Counselor Monitoring
2. Recently visited/pinned CEIS reports on local computers
3. SharePoint Task Management
4. Senate Bill (SB) 70 — Institutional Data Reporting

As of July 09, 2014
1. Public Data/Information Requests
2. Process for making changes to EIS reports and data collection for Banner-Flow Chart
   
   As of July 15, 2014
   
   1. POLS vs GOV Dept. Coding Issues
   2. Facilities Data Request (Lee)- Data-Request-2014-02-12T12_31_50
   
   As of July 22, 2014
   
   1. SMED Dept. Coding Issue
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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### Agenda
August 20, 2014
2:00 PM, PCR

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32. SQL Data Warehouse Mapping/Audit (Ryan and All)
33. Efficiency Report & WEXP Coding (Dali, Ahsen and All)-Follow-up
34. Documentation- Develop a template (Ahsen)
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53. Decision Support Systems-DSS (Dali and Tim)
54. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
55. DataLink Issues (All)
56. Other

**Solutions Found**

As of April 9, 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

As of May 19, 2014
1. Facilities Data Request ([Data-Request-2014-02-12T12_27_22](#)) (Staffing Levels and WSCH Table)
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3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

As of May 27, 2014
1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model

As of June 18, 2014
1. First Generation Student Data Revision & Validation
2. Work Experience Data Regrouping, Revision & Validation
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1. Student Counselor Monitoring
2. Recently visited/pinned CEIS reports on local computers
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2. Facilities Data Request (Lee)- Data-Request-2014-02-12T12_31_50
As of July 22, 2014
   1. SMED Dept. Coding Issue
1. **Detailed Budget Report**
   - Report times out, Ahsen suggests rewriting code so the report can function faster.

2. **Access Databases Report needs to be shared and provide real data without overwriting other user.**
   - Need to investigate the EIS permissions so only specified users can run queries. If not functional, EIS reports will need to be built.

3. **SIG Website**
   - Site is built and needs content. Ahsen to give it a go with building a task-list grid.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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Agenda
August 13, 2014
2:00 PM, PCR

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   · Section Seating
   · FTES Analysis
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53. DataLink Issues (All)
54. Other

**Solutions Found**

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2. Division/Dept. Mapping

As of May 19, 2014
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1. POLS vs GOV Dept. Coding Issues
2. Facilities Data Request (Lee)  ([Data-Request-2014-02-12T12_31_50](#))

As of July 22, 2014
1. SMED Dept. Coding Issue
Meeting Summary: August 13, 2014

Members present: Mehmet Ozturk, Ahsen Baig, Ryan White, Tim Hollabaugh, Lee McDonald, and Ryan Barry-Souza

Members absent: None.

1. **Call to Order**
   - Dr. Ozturk called the meeting to order. Minutes for 8/6 approved. Tim brought chocolate chip and oatmeal raisin. Milk was unavailable for dunking.

2. **SIG Website**
   - 2013 SharePoint not ready for primetime. SIG site to be built on 2010 website, under development

3. **Adult Ed Consortium**
   - Ryan W to provide revised list to Jennifer and advise it needs to be reviewed. GE courses create larger than expected numbers. GE excluded or no?

4. **Retroactive Degrees:**
   - Dali to follow-up with Jessica a or Stephanie

5. **Retroactive Grades**
   - Ryan BS to inquire with Chancellors office about how, if any, grade changes are handled.

6. **Program Review EIS Report**
   - Ahsen fixed report – Ryan BS to check report(stage F).

7. **Age at Term**
   - Lee and Ahsen investigating birthday tendencies

8. **Referential MIS Data Audit**
   - Ryan W and Ryan BS are collaborating on efforts to reconcile a basic profile of the district using referential files.
   - Ryan BS, Lee and Ryan W met outside of SIG and worked calendar of events. Ryan BS to produce final products.

9. **IEBC Data Upload**
   - Lee and Tim need login info from Louann

10. **Short-Term Hybrid Drop Dates**
    - Summarize solutions and resources needed and reply to Academic Services.

11. **FTES Analysis Report**
• Lee and Ahsen to meet and review with Jennifer

12. FTEF Exception Report
• Issue identified as data entry errors. Training needed for users.

The meeting was adjourned at 4:25 PM
Meeting summary submitted by Ryan Barry-Souza
**Solutions and Innovations Work Group**
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

**Members:** Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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**Agenda**
August 06, 2014
2:00 PM, PCR

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   - Wait list
   - Section Seating
   - FTES Analysis
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49. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
50. DataLink Issues (All)
51. Other

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  2. Division/Dept. Mapping
As of May 19, 2014
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  2. Facilities Data Request (Lee)-[Data-Request-2014-02-12T12_31_50][3]
As of July 22, 2014
  1. SMED Dept. Coding Issue
Meeting Summary: August 6, 2014  PCR  2:00 PM

Members present: Mehmet Ozturk, Ahsen Baig, Ryan White, Tim Hollabaugh, Lee McDonald, and Ryan Barry-Souza

Members absent: None.

1. Call to Order
   - Dr. Ozturk called the meeting to order. Minutes for 7/30 approved.

2. FTES Analysis – Accounting Method O (Ryan BS)
   - Accounting Method ‘O’ filter needs to be added to the FTES, WSCH and FTEF for Terms report. Ryan BS to send a helpdesk ticket.

3. Documentation vs. Change Log (All)
   - First – the “documentation” link in all EIS reports needs to read “How to Use this Report”
   - How to Use this Report will detail all the following:
     - Description of how to use the report
     - Glossary/Definitions
     - Change Log (any changes to the report)
   - Documentation refers to documenting/describing what actions were taken to complete a task, allowing someone else to complete the task at a later time. This needs to get integrated into a system.

4. SIG Sharepoint Site
   - New sharepoint software is being installed; SIG will get its own site once the new software is installed and running.

5. MIS Data Audit – Referential File Check
   - Lee and Ryan W exploring options to simplify MIS data collection by switching to Elucian software, which provides updates.
   - Ryan BS to inquire with colleagues about value-added from MIS audit

6. EIS Report Audit
   - Waitlist appears to be working correctly – per Ryan W and Luigi. Documentation tab still needs investigation.

7. Ethnicity Code
   - Ryan BS to attempt programming the code to identify Filipino.
8. **DRC Report in EIS Change Model**
   - Request sent to helpdesk. Initiates review process.

9. **Adult Ed Consortium**
   - Ryan W to follow-up and update list.

The meeting was adjourned at 4:00 PM  
Meeting summary submitted by Ryan Barry-Souza
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July 30, 2014
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5. Change Repository/Document History/ChangeLog
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3. IPEDS 2014-15 Changes/Updates (Learning Resource Center/Library)

As of June 25, 2014
1. Student Counselor Monitoring
2. Recently visited/pinned CEIS reports on local computers
3. SharePoint Task Management
4. Senate Bill (SB) 70 — Institutional Data Reporting

As of July 09, 2014
1. Public Data/Information Requests
2. Process for making changes to EIS reports and data collection for Banner-Flow Chart

As of July 15, 2014
1. POLS vs GOV Dept. Coding Issues
2. Facilities Data Request (Lee)- Data-Request-2014-02-12T12_31_50

As of July 22, 2014
1. SMED Dept. Coding Issue
Meeting Summary:  July 30, 2014  PCR  2:00 PM

Members present: Mehmet Ozturk, Ahsen Baig, Ryan White, Tim Hollabaugh, and Ryan Barry-Souza

Members absent: Lee McDonald,

1. Call to Order
   - Dr. Ozturk called the meeting to order.

2. FTES Analysis (Ryan BS)
   - The issue of changing accounting methods to accommodate 320 reporting was again assessed. In 2009/2010 year many sections of PE had the accounting method changed to “O” which results in no WSCH or FTES being calculated, but FTEF still generates. Ryan BS suggested this conflicted with the methodology used to calculate FTES.
   - Tim suggested an option on the EIS report to show factual values vs. those needed for 320 reporting needs.
   - Ryan W to create list of O accounting method courses for further conversation.

3. Consequences of making coding changes (All)
   - The challenge is documenting the changes and decisions that affect the district’s data. For example, 2009/2010 PE FTES accounting method was changed to accommodate 320 reporting needs. Where is the best location to document?
   - Centralized place for documenting changes? Where do academic services house their changes?

4. CAAP Grant (Tim and Ryan)
   - Conference call with IEBC communicated security protocol
   - Referential Files downloaded to U drive, need to be send through secured site.
   - Identify when next data should be downloaded and sent

5. CTE/Non-CTE
   - Ryan BS to email helpdesk to initiate EIS Change Process

6. EIS Report Audit
   - Ryan W and Luigi to work on waitlist report

7. Locally Maintained Databases
   - Ahsen and Lee working with EOPS to resolve their needs for a local database.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza
**Purpose:** Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

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### Agenda

**July 23, 2014**

2:00 PM, PCR

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36. Data for Learning Resource Center-Follow Up (Tim)
37. Scholarship Recommendation Update (Tim)
38. Retroactive Degree Awards (Dali and Ryan)
39. Retroactive Grades (Dali and Ryan)
40. Training on how to use and protect PII
41. Locally maintained databases (Ahsen)
42. MIS Data Audit
43. Student Data Dashboard Models (South Orange County CC and Santa Barbara City College) (Dali and Tim)
44. Decision Support Systems-DSS (Dali and Tim)
45. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
46. DataLink Issues (All)
47. Other

**Solutions Found**

As of April 9, 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

As of May 19, 2014
1. Facilities Data Request ([Data-Request-2014-02-12T12_27_22](#)) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

As of May 27, 2014
1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model

As of June 18, 2014
1. First Generation Student Data Revision & Validation
2. Work Experience Data Regrouping, Revision & Validation
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2. Facilities Data Request (Lee)- [Data-Request-2014-02-12T12_31_50](#)

As of July 22, 2014
1. SMED Dept. Coding Issue
Members present: Mehmet Ozturk, Ahsen Baig, Ryan White, Lee McDonald, and Ryan Barry-Souza

Members absent: Tim Hollabaugh

1. Call to Order
   - Dr. Ozturk called the meeting to order. – No minutes for approval

2. FTES by Campus Table (Christine’s file) (Ryan, Lee, Tim)
   - An FTES spreadsheet surfaced from Christine to Dali disaggregating FTES by site (Visalia, Hanford, and Tulare). Discussion ensued about the origins of the spreadsheet, how the figures summed into the datamart district total, and if all the figures were in fact accurate (10731)
   - Christine joined the conversation and explained the origin of the data and noted the district totals were “backed into” by establishing the Hanford and Tulare totals.
   - No action needed by SIG

3. Consequences of making coding changes (Lee)
   - The challenge is documenting the changes and decisions that affect the district’s data. For example, 2009/2010 PE FTES accounting method was changed to accommodate 320 reporting needs. Where is the best location to document?

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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Agenda
July 16, 2014
2:00 PM, PCR

1. Call to Order
2. Convert WSCH columns to E-WSCH (Ryan)
3. Orosi-IEBC Grant Partnership Data Request/Agreement (Tim)
4. EIS Mega Upload Process Development (Lee and Ahsen)
5. Filipino ethnicity data coding and collection (Ryan and Dali)
6. SMED Dept. Coding Issues (Ryan and Dali)
7. CTE, Non-CTE Status (Ryan J., Tim, Lee and Dali)
8. IS Dept. Coding Issues (Ryan and Dali)
9. Drama/Theater Dept. Coding Issues (Ryan and Dali)
10. SOCS: AJ and PS Dept. Coding Issues (Ryan and Dali)
11. NURS vs Allied Health Dept. Coding Issues (Ryan and Dali)
12. Student Data Touch points/Census Enrollment/Student Query (Ahsen, Ryan and All)
13. Training and Resources for LaunchBoard Data Upload Point People (Ryan J. Tim and Dali)
15. National Student Clearing House: StudentTracker: New Enrollment Status (Lee and Ryan)
17. The COS FactBook—Sources (Dali and Ryan)
18. Age and Age at Term Fields (Ryan and All)
19. Review/Audit of EIS Reports (Dali and All)
   - Wait list
   - Section Seating
   - FTES Analysis
20. Workshops/Training (Tim and Dali)
21. SQL Data Warehouse Mapping/Audit (Ryan and All)
22. Efficiency Report & WEXP Coding (Dali, Ahsen and All)-Follow-up
23. Documentation- Develop a template (Ahsen)
24. Academic Planning Data Tables Methodology Update (Ryan)
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32. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
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44. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
45. DataLink Issues (All)
46. Other

Solutions Found
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1. Cal Works Data Request (by Sarah Todd)
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As of May 19, 2014
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1. Public Data/Information Requests
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As of July 15, 2014
1. POLS vs GOV Dept. Coding Issues
2. Facilities Data Request (Lee)- Data-Request-2014-02-12T12_31_50
Meeting Summary: July 16, 2014   PCR    2:00 PM

Members present: Mehmet Ozturk, Ahsen Baig, Ryan White, Lee McDonald, Tim Hollabaugh and Ryan Barry-Souza

Members absent: None

1. Call to Order
   - Dr. Ozturk called the meeting to order. – Minutes for 7/9/14 approved.

2. Convert WSCH to E-WSCH (Ryan, Lee, Tim)
   - After conversation, the decision was made to keep the current values but add in the E-WSCH figures. The report will be larger but will be more accurate and provide a finer level of detail.
   - Lee created a suggested layout on excel and vetted to SIG via email. Ryan to send helpdesk request for changing EIS report.

3. Orosi-IEBC Grant Partnership Agreement
   - Tim sent an email inquiring about data sharing and security concerns. In response a conference call has been scheduled for July 29th.

4. EIS Mega Upload
   - No update at this time

5. Filipino Ethnicity Coding
   - SIG recommended research office inquire with RP Group listserv. Upon further investigation, it seems all past chancellor’s office ARCC reports disaggregated on Filipino students. We’re recommending a change to the ethnicity formula to specify Filipino students.

6. CTE, Non-CTE Status and Financial Aid Eligibility (#30) (Ryan B, Ahsen, Lee, Ryan W)
   - CTE code is built but needs to be located in the student graduates table to count graduates.
   - Computer Services to develop a grid that lists all degree/certificate programs, if they are CTE or Non-CTE, financial aid eligible, and flagged for gainful employment reporting requirements.
   - Ryan to submit helpdesk request for changes to EIS reports and warehouse.

7. Department Coding Issues
   - SMED (resolved)
- IS (Still discussion)
- DRAM/THTR (resolved but verify with Linda upon her return)
- AJ and PS (Dali to follow-up with Kristin about history of transition)
- Allied Health Division Total (non-issue – remove)

   - Total FTES – FTES last day. FTES at census should be greater than last day FTES.
   - FTEF field needs to be removed – incorrect values for courses with multiple instructors.
   - FTES break down in summary box is incorrect (Fulltime, Part time, Other)
   - Are the acct method check boxes still necessary or add possible confusion?
   - WSCH needs to be update with E-WSCH figures.

9. **Adult Education Consortium Survey Data Request (Ryan J., Lee, Dali and Tim)**
   - Sent to Jennifer, still waiting for confirmation to submit (confirmation arrived 7/15 via email)
   - Jennifer asked for more data – Leangela and Tim addressed it

10. **Access/Protocol Issues (Ahsen)**
    - Ahsen to schedule training review for EIS – will start with waitlist report.

11. **Other Issues (Lee)**
    - Inquired about the need to have a centralized location for all licensure exam pass rates for appropriate programs.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza and Dali Ozturk
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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July 09, 2014
2:00 PM, PCR

1. Call to Order
2. SMED Dept. Coding Issue (Ryan and Dali)
3. CTE, Non-CTE Status (Ryan J., Tim, Lee and Dali)
4. IS Dept. Coding Issues (Ryan and Dali)
5. POLS vs GOV Dept. Coding Issues (Ryan and Dali)
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1. Public Data/Information Requests
2. Process for making changes to EIS reports and data collection for Banner-Flow Chart
Solutions and Innovations Work Group
Dr. Mehmet Ozturk & Tim Hollabaugh, Co-Chairs

Meeting Summary:  July 9, 2014   PCR  2:00 PM

Members present: Mehmet Ozturk, Ahsen Baig, Ryan White, Lee McDonald, Tim Hollabaugh and Ryan Barry-Souza

Members absent: None

1. Call to Order
   ▪ Dr. Ozturk called the meeting to order. – Minutes for 7/2/14 approved.

2. SMED Dept. Coding Issue (IS same issue) (Ryan, Lee, Tim)
   ▪ SMED continues to be located in both the SPLP division as well as the PE division.
     The SPLP-SMED courses are all WEXP courses. They should be allocated to the PE division.
   ▪ Lee and Tim to compose an email to inquire with Jennifer if it’s okay to resume the transition since Linda is out for the foreseeable future.

3. CTE, Non-CTE Status and Financial Aid Eligibility (#30) (Ryan B, Ahsen, Lee, Ryan W)
   ▪ CTE code is built but needs to be located in the student graduates table to count graduates.
   ▪ Computer Services to develop a grid that lists all degree/certificate programs, if they are CTE or Non-CTE, financial aid eligible, and flagged for gainful employment reporting requirements.

4. POLS vs. GOVT department coding (Ryan and Dali)
   ▪ Issue Retracted.

5. AJ vs. PS department coding (Ryan and Dali)
   ▪ Dali to follow-up with Kristin regarding the change-history of the police science courses. Mainly, is there an easy programmable way to find equivalent AJ-PS courses for past term or will PS data simply start in Fall 2013?

6. Drama/Theater department coding (Ryan and Dali)
   ▪ Issue possibly resolved – need to follow-up with Linda when she returns to verify the changes were a result of her actions.

7. FTES Analysis Report (Ahsen, Lee, Ryan B)
   ▪ Total FTES – FTES last day. FTES at census should be greater than last day FTES.
   ▪ FTEF field needs to be removed – incorrect values for courses with multiple instructors.
• FTES break down in summary box is incorrect (Fulltime, Part time, Other)
• Are the acct method check boxes still necessary or add possible confusion?
• WSCH needs to be update with E-WSCH figures.

8. Adult Education Consortium Survey Data Request (Ryan J., Lee, Dali and Tim)
   • Sent to Jennifer, still waiting for confirmation to submit (confirmation arrived 7/15 via email)

9. NURS vs. Allied Health Dept. Coding Issues (Ryan and Dali)
   • We couldn’t locate the report that calls the division Allied Health. Once the discrepancy is discovered, we will request it be fixed.
   • Past issues regarding NURS department have been isolating the RN program courses from NURS 106 and NURS 260 course data. It all gets grouped together. Is there a need to isolate the RN program data? If so, should NURS 106 and NURS 260 be in their own HLTH department?

10. Access/Protocol Issues (Ahsen)
   • Ahsen to develop template for use.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza and Dali Ozturk
**Solutions and Innovations Work Group**

**Members:** Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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**Agenda**

**July 2, 2014**

**2:00 PM, PCR**

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2. Drama/Theater Dept. Coding Issues (Ryan and Dali)
3. SOCS: AJ and PS Dept. Coding Issues (Ryan and Dali)
4. NURS vs Allied Health Dept. Coding Issues (Ryan and Dali)
5. SMED Dept. Coding Issue (Ryan and Dali)
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As of May 19, 2014
1. Facilities Data Request ([Data-Request-2014-02-12T12_27_22](#)) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

As of May 27, 2014
1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model

As of June 18, 2014
1. First Generation Student Data Revision & Validation
2. Work Experience Data Regrouping, Revision & Validation
3. IPEDS 2014-15 Changes/Updates (Learning Resource Center/Library)

As of June 25, 2014
1. Student Counselor Monitoring
2. Recently visited/pinned CEIS reports on local computers
3. SharePoint Task Management
4. Senate Bill (SB) 70 — Institutional Data Reporting
Members present: Mehmet Ozturk, Ahsen Baig, Ryan White, Tim Hollabaugh and Ryan Barry-Souza

Members absent: Lee McDonald

1. Call to Order
   - Dr. Ozturk called the meeting to order. – Minutes for 6/25 approved.

2. Drama/Theater Dept. Coding Issues (Ryan and Dali)
   - Issue seems to be resolved from the looks of the EIS. Ryan to inquire with Linda about any changes she may have done. – Linda out for several weeks with a broken arm. Will re-visit when she returns.

3. SOCS: AJ and PS Dept. Coding Issues (Ryan and Dali)
   - PS cannot be extracted from AJ for prior terms. No solution. Close issue?

4. NURS vs. Allied Health Dept. Coding Issues (Ryan and Dali)
   - We couldn’t locate the report that calls the division Allied Health. Once the discrepancy is discovered, we will request it be fixed.

5. SMED Dept. Coding Issue (Ryan and Dali)
   - SMED continues to be located in both the SPLP division as well as the PE division. The SPLP-SMED courses are all WEXP courses. They should be allocated to the PE division.
   - In addition, the efficiency ratios have changed values, appears to be FTEF related. Email sent to SIG inquiring about actions taken.

6. Public Data/Information Requests (Dali and Ryan J.W.)
   - Solution: Ryan White to share data with Dali before sending off. Ryan White to work with Public Info Coordinator (Kevin) for future public info requests.

7. CTE, Non-CTE Status (Ryan J., Tim, Lee and Dali)
   - Field has been loaded into the course table. Research office needs to identify the origin of the request and where the field should be applied in the EIS – if anywhere.

8. Student Data Touch points/Census Enrollment/Student Query (Ahsen, Ryan and All)
   - Field has been developed and is being piloted by Ryan, who is looking for outliers in the data. Further investigation needed.
Ahsen working on cleaning the Census Enrollment report so the filters match. Ryan needs to send a helpdesk email to prompt a change to the EIS process.

9. **Adult Education Consortium Survey Data Request (Ryan J., Lee, Dali and Tim)**
   - Ryan will document methods/steps used to respond to this request.

10. **Training and Resources for LaunchBoard Data Upload Point People (Ryan J. Tim and Dali)**
    - Organize a meeting for those involved with this initiative.

11. **Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and Dali)**
   - **Solution:** The flow chart has been finalized. Effective immediately. Tim will include announcement in the Weekly Bytes.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza and Dali Ozturk
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
June 25, 2014
2:00 PM, PCR

1. Call to Order
2. CTE, Non-CTE Status (Ryan J., Tim, Lee and Dali)
3. Student Data Touch points/Census Enrollment/Student Query (Ahsen, Ryan and All)
4. Training and Resources for LaunchBoard Data Upload Point People (Ryan J. Tim and Dali)
5. Adult Education Consortium Survey Data Request (Ryan J., Lee, Dali and Tim)
6. Student Counselor Monitoring (Ahsen & Tim)
7. Recently visited/pinned CEIS reports on local computers (Ahsen, Tim and Dali –orig. Kristin)
8. National Student Clearing House: StudentTracker: New Enrollment Status (Lee and Ryan)
9. Facilities Data Request (Lee): Data-Request-2014-02-12T12_31_50
10. Access Protocol/Issues (Ahsen)
11. SharePoint Task Management (Ahsen and Ryan J.)
12. The COS FactBook—Sources (Dali and Ryan)
13. Age and Age at Term Fields (Ryan and All)
14. Review/Audit of EIS Reports (Dali and All)
   - Wait list
   - Section Seating
   - FTES Analysis
15. Workshops/Training (Tim and Dali)
16. SQL Data Warehouse Mapping/Audit (Ryan and All)
17. Efficiency Report & WEXP Coding (Dali, Ahsen and All)-Follow-up
18. SB 70 (Ryan and Lee)
19. Documentation- Develop a template (Ahsen)
20. Academic Planning Data Tables Methodology Update (Ryan)
21. Faculty Replacement/Growth (Dali and Ryan)
22. 2009 Data Resubmission Update (Lee)
23. Evaluation of TracDat
24. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
25. Programmer Training/Development “SandBox” (Dali/Ryan and All)
26. Identification on Transfer Degrees--there are two types (Lee) –Follow-up
27. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
28. Faculty Evals (Ryan)
29. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
30. IPEDS Caveats and 2014-15 Schedule (Ryan)
31. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
32. Data for Learning Resource Center-Follow Up (Tim)
33. Scholarship Recommendation Update (Tim)
34. Retroactive Degree Awards (Dali and Ryan)
35. Retroactive Grades (Dali and Ryan)
36. Training on how to use and protect PII
37. Locally maintained databases (Ahsen)
38. MIS Data Audit
39. Student Data Dashboard Models (South Orange County CC and Santa Barbara City College) (Dali and Tim)
40. Decision Support Systems-DSS (Dali and Tim)
41. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
42. DataLink Issues (All)
43. Other

**Solutions Found**

**As of April 9, 2014**

1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

**As of May 19, 2014**

1. Facilities Data Request ([Data-Request-2014-02-12T12_27_22](#)) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

**As of May 27, 2014**

1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model

**As of June 18, 2014**

1. First Generation Student Data Revision & Validation
2. Work Experience Data Regrouping, Revision & Validation
3. IPEDS 2014-15 Changes/Updates (Learning Resource Center/Library)

**As of June 25, 2014**

1. tbd
2. tbd
3. tbd
Solutions and Innovations Work Group  
Dr. Mehmet Ozturk & Tim Hollabaugh, Co-Chairs

Meeting Summary:  June 25, 2014   PCR   2:00 PM

Members present: Mehmet Ozturk, Ahsen Baig, Ryan White Lee McDonald and Ryan Barry-Souza

Members absent: Tim Hollabaugh

1. Call to Order
   - Dr. Ozturk called the meeting to order. – Minutes for 6/18 and 6/5 approved.

2. CTE, Non-CTE Status (Ryan J., Tim, Lee and Dali)
   - Needs to be added to data warehouse and appropriate EIS reports

3. FTES Data
   - SIG to recommend that total FTES is the default data for any staff requesting FTES data. In the event that residency FTES data is needed, the requestor must specify that need. Therefore, there should not be any EIS reports that openly produce such data.

4. Student Data Touch points/Census Enrollment/Student Query (Ahsen, Ryan and All)
   - Census field in data warehouse looks accurate, but differed from the EIS report that it was based on. Lee investigated, identified students enrolled from cancelled courses. Ryan to follow up with Ahsen and Lee.

5. Training and Resources for LaunchBoard Data Upload Point People (Ryan J. Tim and Dali)
   - Ryan White to monitor correspondence and look for metrics or submissions that require action.

6. Adult Education Consortium Survey Data Request (Ryan J., Lee, Dali and Tim)
   - Still writing code to extract data. Follow up at later time.

7. Student Counselor Monitoring (Ahsen & Tim)
   - Solution – owners identified/notified assigned, bugs worked out of the report.

8. Recently visited/pinned CEIS reports on local computers (Ahsen, Tim and Dali –orig. Kristin)
   - Solution - Ahsen cleaned the bugs and explained the nuances of using the pinning function in EIS.

   - Waiting to Elucian(?) to provide codes to input.

10. SharePoint Task Management (Ahsen and Ryan J.)
    - Solution – Documentation and outline of sharepoint tasks and projects contained in repository for monitoring.

11. Age and Age at Term Fields (Ryan and All)
    - Computer services staff was notified of discrepancies for “AGE”, “AGEatTERM” and
“CensusAgeGroup” fields and need to be further examined.

12. **SB 70 (Ryan and Lee)**
   - Solution – There is no SIG issue with the SB 70 requirements. Ryan and Lee to monitor any new developments through listserv(s).

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Dali Ozturk
Solutions and Innovations Work Group  
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs  

**Members:** Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

**Purpose:** Solutions and Innovations Work Group has been established in fall 2013 to coordinate the district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect the district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

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**Agenda**  
June 18, 2014  
2:00 PM, PCR

1. Call to Order
2. Adult Education Consortium Survey Data Request (Lee, Dali and Tim)
3. Evaluation of TracDat
4. CTE, Non-CTE Status (Tim, Lee and Dali)
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
6. Student Data Touch points/Census Enrollment/Student Query (Ahsen, Ryan and All)
7. Student Counselor Monitoring (Ahsen & Tim)
8. Recently visited/pinned CEIS reports on local computers (Tim and Dali –orig. Kirsten)
10. Training and Resources for LaunchBoard Data Upload Point People (Ryan, Tim and Dali)
11. The COS FactBook—Sources (Dali and Ryan)
12. Review/Audit of EIS Reports (Dali and All)
   - Wait list
   - Section Seating
   - FTES Analysis
13. Workshops/Training (Tim and Dali)
14. Efficiency Report & WEXP Coding (Dali, Ahsen and All)-Follow-up
15. Access Protocol/Issues (Dali and Ryan)
16. SB 70 (Ryan and Lee)
17. Facilities Data Request (Lee)- Data-Request-2014-02-12T12_31_50
18. Documentation- Develop a template (Ahsen)
19. Academic Planning Data Tables Methodology Update (Ryan)
20. Faculty Replacement/Growth (Dali and Ryan)
21. 2009 Data Resubmission Update (Lee)
22. Programmer Training/Development “SandBox” (Dali/Ryan and All)
23. Identification on Transfer Degrees–there are two types (Lee) –Follow-up
24. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
25. Faculty Evals (Ryan)
26. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
27. IPEDS Caveats and 2014-15 Schedule (Ryan)
28. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
29. Data for Learning Resource Center-Follow Up (Tim)
30. Scholarship Recommendation Update (Tim)
31. Retroactive Degree Awards (Dali and Ryan)
32. Retroactive Grades (Dali and Ryan)
33. Training on how to use and protect PII
34. Locally maintained databases (Ahsen)
35. SQL Data Warehouse Mapping/Audit
36. MIS Data Audit
37. Student Counselor Monitoring (Lee)
38. Student Data Dashboard Models (South Orange County CC and Santa Barbara City College) (Dali and Tim)
39. Decision Support Systems-DSS (Dali and Tim)
40. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
41. DataLink Issues (All)
42. Other

**Solutions Found**
As of April 9, 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

As of May 19, 2014
1. Facilities Data Request ([Data-Request-2014-02-12T12_27_22](#)) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

As of May 27, 2014
1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model

As of June 18, 2014
1. First Generation Student Data Revision & Validation
2. Work Experience Data Regrouping, Revision & Validation
3. IPEDS 2014-15 Changes/Updates (Learning Resource Center/Library)
Call to Order
- Dr. Ozturk called the meeting to order.

Adult Education Consortium Data Request
- Tim asked Ryan W. to work on this request.

Evaluation of TracDat
- Dr. Ozturk and Dean Hollabaugh talked about strategies for the evaluation of TracDat’s effectiveness:
  - Satisfaction Survey of users (fall)
  - Focus Group (fall)
  - Usage reports from TracDat
    - Number of Program Review Units – 99
    - Number of Academic Program Units – 143
    - Number of Academic Discipline Units – 92
    - Number of Service Area Outcome Units – 37
    - Number of governance committee units – 21
    - Number of users - 307

The questions for the survey instrument will include areas of satisfaction, ease of use and areas of dissatisfaction.

Efficiency Report Follow-up
- Dr. Ozturk will review the revised Efficiency Tables.

Process for making changes to EIS reports and data collection for Banner-Flow Chart
- Tim shared the revised version of the flow chart and will work on the next version.

Review/Audit of EIS Reports
- Part of the weekly SIG meeting will be dedicated to this agenda item on a regular basis.

CTE, Non-CTE status (Ryan J.)
- Lee and Ryan J. created procedures for flagging CTE status. In Oracle, a function is in place to identify if a course is a CTE course by supplying the term, course number, and subject code. While this function does supply the required information, there isn’t anything in place for the end user to view this data.

Training and Resources for LaunchBoard Data Upload Point People
- Ryan J will sign up for webinar/training and will follow up with Louann Waldner
and Gurminder Sangha regarding the collection of data for LaunchBoard.

9. **Student Data Touch points/Census Enrollment/Student Query**
   - Ryan will evaluate the changes.

10. **Access Protocol/Issues**
    - Ahsen will create a template/form for requesting access to EIS reports; ping/probe/active user procedures.

11. **Student Counselor Monitoring**
    - EIS report’s ownership issue was discussed; Ahsen will contact Dean Stephanie Collier.

12. **Recently visited/pinned EIS reports on local computers**
    - Tim will follow up with Kristin (Hanford Provost); Ahsen explained potential issue related to default behavior.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Dali Ozturk
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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Agenda
June 4, 2014
2:00 PM, PCR

1. Call to Order
2. Work Experience Data (How to handle)-Follow Up (Lee and All)
3. Efficiency Report & WEXP Coding (Dali, Ahsen and All)-Follow-up
4. First Generation Student Data Validation (Lee, Ahsen, Ryan and Dali)
5. Adult Education Consortium Survey Data Request (Lee, Dali and Tim)
6. CTE, Non-CTE Status (Tim, Lee and Dali)
7. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
8. Student Data Touch points/Census Enrollment/Student Query (Ryan and All)
9. SB 70 (Ryan and Lee)
10. The COS FactBook—Sources (Dali and Ryan)
11. Review/Audit of EIS Reports (Dali and All)
   · Wait list
   · Section Seating
   · FTES Analysis
12. Workshops/Training (Tim and Dali)
14. IPEDS 2014-15 Changes/Updates-Handout (Ryan and Dali)
15. Facilities Data Request (Lee)- Data-Request-2014-02-12T12_31_50
16. Documentation- Develop a template (Ahsen)
17. Evaluation of TracDat
18. Academic Planning Data Tables Methodology Update (Ryan)
19. Faculty Replacement/Growth (Dali and Ryan)
20. 2009 Data Resubmission Update (Lee)
21. Programmer Training/Development “SandBox” (Dali/Ryan and All)
22. Identification on Transfer Degrees--there are two types (Lee) –Follow-up
23. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
24. Faculty Evals (Ryan)
25. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
26. IPEDS Caveats and 2014-15 Schedule (Ryan)
27. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
28. Data for Learning Resource Center-Follow Up (Tim)
29. Scholarship Recommendation Update (Tim)
30. Retroactive Degree Awards (Dali and Ryan)
31. Retroactive Grades (Dali and Ryan)
32. Training on how to use and protect PII
33. Locally maintained databases (Ahsen)
34. SQL Data Warehouse Mapping/Audit
35. MIS Data Audit
36. Student Counselor Monitoring (Lee)
37. Student Data Dashboard Models (South Orange County CC and Santa Barbara City College) (Dali and Tim)
38. Decision Support Systems-DSS (Dali and Tim)
39. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
40. DataLink Issues (All)
41. Other

**Solutions Found**

As of April 9, 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

As of May 19, 2014
1. Facilities Data Request [Data-Request-2014-02-12T12_27_22](#) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

As of May 27, 2014
1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model
Members present: Mehmet Ozturk, Tim Hollabaugh, Lee McDonald, Ahsen Baig, Ryan Barry-Souza and Ryan White

Members absent: None

1. Call to Order
   ▪ Dr. Ozturk called the meeting to order. Minutes reviewed.

2. Work Experience Data (How to handle) - Follow-up (All)
   ▪ Linda to make corrections and Lee to refresh data once corrections have been made.
   ▪ Ahsen to add WEXP and 400-Level course options for EIS report

3. Efficiency Report (Dali, Ahsen and All)- Follow-up
   ▪ Last revision will be done after WEXP department in CFS and BUS is correctly coded
   ▪ Questions and concerns will be brought to the next SIG meeting (if ready)

4. First-Generation Student Data (Lee and Dali)
   ▪ Changes and calculations have been validated. The changes need to be reflected in the SQL Mapping Dictionary.

5. Adult Education Consortium Survey Data Request
   ▪ Tim to follow-up with Jennifer. Once details are confirmed, Tim to provide Leangela with FTES to determine cost.

6. CTE, Non-CTE Identification
   ▪ Lee sourced coding from the chancellor’s office for CTE TOPS codes, is in process of developing an identifier for CTE Programs, Awards, and courses (?)

7. Process for making changes to EIS reports and data collection for Banner-Flow Chart
   ▪ Revisions to flow chart still being made.

8. IPEDS 2009 Resubmission
   ▪ Lee to follow-up with Myrna’s replacement

9. Process for making changes to EIS reports and data collection for Banner-Flow Chart
   ▪ No update at this time, Tim still working on revised flow chart.

10. Student Data Touch Points – Census Enrollments – Student Query
    ▪ Ahsen and Ryan B will work together to develop a census identifier that can be accessed in the data warehouse.

11. SB 70
    ▪ No issue or need has yet to be identified.

12. COS Fact Book/Fact Page – Sources
    ▪ Sourced from data warehouse, should be easy to manage after census field is developed.
    ▪ Lee to inquire with Dustin about the possibility of automated updates from data warehouse to the website.
The meeting was adjourned at 4:00PM
Meeting summary submitted by Ryan B-S & Dali Ozturk
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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Agenda
May 28, 2014
2:00 PM, PCR

1. Call to Order
2. Work Experience Data (How to handle)-Follow Up (All)
3. Efficiency Report (Dali, Ahsen and All)-Follow-up
4. First Generation Student Data (Lee and Dali)
5. Adult Education Consortium Survey Data Request (Dali and Tim)
6. IPEDS 2014-15 Changes/Updates-Handout (Dali)
7. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
8. Review/Audit of EIS Reports (Dali and All)
   · Wait list
   · Section Seating
   · FTES Analysis
9. Workshops/Training (Tim and Dali)
10. Access Protocol/Issues (Dali and Ryan)
11. Facilities Data Request (Lee)-Data-Request-2014-02-12T12_31_50
12. Documentation- Develop a template (Ahsen)
13. Evaluation of TracDat
14. Student Data Touch points/Census Enrollment/Student Query (Ryan and All)
15. Academic Planning Data Tables Methodology Update (Ryan)
16. Faculty Replacement/Growth (Dali and Ryan)
17. 2009 Data Resubmission Update (Lee)
18. Programmer Training/Development “SandBox” (Dali/Ryan and All)
19. Identification on Transfer Degrees--there are two types (Lee) –Follow-up
20. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
21. Faculty Evals (Ryan)
22. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
23. CTE, Non-CTE Status (Tim, Lee and Dali)
24. IPEDS Caveats and 2014-15 Schedule (Ryan)
25. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
26. Data for Learning Resource Center-Follow Up (Tim)
27. Scholarship Recommendation Update (Tim)
28. SB 70 (Ryan and Lee)
29. Retroactive Degree Awards (Dali and Ryan)
30. Retroactive Grades (Dali and Ryan)
31. Training on how to use and protect PII
32. Locally maintained databases (Ahsen)
33. SQL Data Warehouse Mapping/Audit
34. MIS Data Audit
35. Student Counselor Monitoring (Lee)
36. Student Data Dashboard Models (South Orange County CC and Santa Barbara City College) (Dali and Tim)
37. Decision Support Systems-DSS (Dali and Tim)
38. New Banner Form for Recording Student Services Data-Broader Implications? (Dali)
39. DataLink Issues (All)
40. Other

**Solutions Found**
As of April 9, 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

As of May 19, 2014
1. Facilities Data Request  ([Data-Request-2014-02-12T12_27_22](#)) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact

As of May 27, 2014
1. The Research Office CIES Reports Access Protocol/Issues
2. The C.O.S. Data Reports Improvement Model
1. **Call to Order**
   - Dr. Ozturk called the meeting to order. Minutes reviewed.

2. **Adult Education Consortium Data Needs (CTE, Non-CTE tags needed)**
   - Larry to provide list of CTE courses

3. **Work Experience Data (How to handle) - Follow-up (All)**
   - Dr. La Serna, VP of Academic Affairs, joined discussion.
   - WEXP courses to remain in their respective departments, except miscoded courses
   - Lee will talk to Linda about fixing the incorrect coding.
   - The Programs should be assessing WEXP data
   - These metrics will be needed: Efficiency, Success and Completion
   - Revised program review data may need to be uploaded this cycle or next

4. **Efficiency Report (Dali, Ahsen and All)- Follow-up**
   - Last revision will be done after WEXP department in CFS and BUS is correctly coded
   - Ahsen will add a ‘WEXP’ box

5. **First Generation Student Data (Lee and Dali)**
   - Lee indicated that issues with first generation data have been fixed. Numbers may have changed with new coding fixes.
   - Also, EIS report was reviewed with FAFSA and CCCApply data.
   - Data appears to be legitimate, depending on the accuracy of the Y/N formula for the First-Gen field.
   - Lee and Ahsen will double check and verify updated data changes

6. **IPEDS Reporting Requirements**
   - Ryan to make contact with appropriate VET and LRC staff to ensure IPEDS reporting needs are met in a timely fashion.

7. **Process for making changes to EIS reports and data collection for Banner-Flow Chart**
   - Tim shared the revised version of the flow chart and will work on the next version.

8. **IPEDS 2009 Resubmission**
   - Lee to follow-up with Myrna’s replacement

9. **Facilities Data Request**
   - Lee to address this request

10. **C.O.S Data Reports Improvement Model (Dali and Tim)**
Group discussed the Improvement Model and all agreed model reflects SIG efforts for improving the use of data throughout the District. (Solution found)

11. Review/Audit of RIS Reports (Dali and All)
   - Group agreed that a chunk of time of SIG meeting will be dedicated to this agenda item on a regular basis.

12. CTE, Non-CTE status
   - Lee to follow up on this issue.

13. Learning Center Data
   - Tim will follow up

14. Scholarship Recommendation
   - Tim will schedule training

15. The Research Office CIES Access Protocol/Issues (Dali, Lee and Tim)
   - Dali reviewed all EIS reports and identified reports that Research Office did not have access to.
   - A list of EIS reports with no access was generated.
   - SIG discussed each report and made recommendations to grant access to those that deem to be appropriate for the Research Office. (Solution found)

16. Documentation- Develop a template (Ahsen)
   - Ahsen shared a sample template for documentation of EIS reports.
   - Group reviewed the template and made recommendations to add new fields to the template. Recommendations include the following:
     - Definition
     - Change history
     - User roles
     - Primary usage
   - Discussion on Change history included ideas on what, when, who, and why changes are made.

The meeting was adjourned at 4:00PM
Meeting summary submitted by Ryan B-S & Dali Ozturk
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, Ryan J. White and Ahsen Baig

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Agenda
May 21, 2014
2:00 PM, PCR

1. Call to Order
2. Work Experience Data (How to handle)-Follow Up (All)
3. Efficiency Report (Dali, Ahsen and All)-Follow-up
4. First Generation Student Data (Lee and Dali)
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
6. C.O.S. Data Reports Improvement Model (Dali and Tim)
7. Review/Audit of EIS Reports (Dali and All)
   - Wait list
   - Section Seating
   - FTES Analysis
8. Workshops/Training (Tim and Dali)
10. Facilities Data Request (Lee)- Data-Request-2014-02-12T12_31_50
11. Documentation- Develop a template (Ahsen)
12. Evaluation of TracDat
13. Student Data Touch points/Census Enrollment/Student Query (All)
14. Academic Planning Data Tables Methodology Update (Ryan)
15. 2009 Data Resubmission Update (Lee)
16. Programmer Training/Development “SandBox” (Dali/Ryan and All)
17. Identification on Transfer Degrees--there are two types (Lee) –Follow-up
18. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
19. Faculty Evals (Ryan)
20. Faculty Replacement/Growth (Dali and Ryan)
21. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
22. CTE, Non-CTE Status (Tim, Lee and Dali)
23. IPEDS Caveats and 2014-15 Schedule (Ryan)
24. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
25. Data for Learning Resource Center-Follow Up (Tim)
26. Scholarship Recommendation Update (Tim)
27. SB 70 (Ryan and Lee)
28. Retroactive Degree Awards (Dali and Ryan)
29. Retroactive Grades (Dali and Ryan)
30. Decision Support Systems-DSS (Dali and Tim)
31. Training on how to use and protect PII
32. Locally maintained databases (Ahsen)
33. SQL Data Warehouse Mapping/Audit
34. MIS Data Audit
35. Student Counselor Monitoring (Lee)
36. Other

Solutions Found
As of April 9, 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping

As of May 19, 2014
1. Facilities Data Request  (Data-Request-2014-02-12T12_27_22) (Staffing Levels and WSCH Table)
2. Early Alert Data-Cleanup and Access
3. CEIS Report Access protocol for Research Advisory Group members
4. LaunchBoard Training Designee/Contact
1. **Call to Order**
   - Dr. Ozturk called the meeting to order. Minutes reviewed.

2. **Work Experience Data (How to handle)- Follow-up (All)**
   - Guests joined the WEXP discussion.
   - There should not be a separate WEXP department under divisions except for Lisa’s (SPLP: WEXP 191 and 192?) Others go to Departments.
   - Lee will talk to Linda about fixing the incorrect coding.
   - Positive attendance is not included
   - The Programs should be assessing WEXP data
   - These metrics will be needed: Efficiency, Success and Completion

3. **Efficiency Report (Dali, Ahsen and All)- Follow-up**
   - Discussed and new definition will be updated.
   - Research office updated template with new data from efficiency report.

4. **First Generation Student Data (Lee and Dali)**
   - Lee indicated that issues with first generation data have been fixed. Numbers may have changed with new coding fixes.
   - Also, EIS report was reviewed with FAFSA and CCCApply data.

5. **Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)**
   - Tim will bring the new revised version of the chart to the next meeting.

6. **C.O.S Data Reports Improvement Model (Dali and Tim)**
   - Group discussed the Improvement Model and all agreed model reflects SIG efforts for improving the use of data throughout the District. *(Solution found)*

7. **Review/Audit of RIS Reports (Dali and All)**
   - Group agreed that a chunk of time of SIG meeting will be dedicated to this agenda item on a regular basis.

   - Dali reviewed all EIS reports and identified reports that Research Office did not have access to.
   - A list of EIS reports with no access was generated.
   - SIG discussed each report and made recommendations to grant access to those that deem to be appropriate for the Research Office. *(Solution found)*
9. Documentation- Develop a template (Ahsen)
   - Ahsen shared a sample template for documentation of EIS reports.
   - Group reviewed the template and made recommendations to add new fields to the template. Recommendations include the following:
     - Definition
     - Change history
     - User roles
     - Primary usage
   Discussion on Change history included ideas on what, when, who, and why changes are made.

The meeting was adjourned at 4:00PM
Meeting summary submitted by Dali Ozturk
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
May 14, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (Dali, Ahsen and All)-Follow-up
3. Early Alert Data-Confirm Solution (Lee and Ryan)
4. Access Protocol/Issues (Dali and Ryan)
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
6. C.O.S. Data Reports Improvement Model (Dali and Tim)
7. Review/Audit of EIS Reports (Dali and All)
   · Wait list
   · Section Seating
   · FTES Analysis
8. Workshops/Training (Tim and Dali)
9. Student Data Touch points/Census Enrollment/Student Query (All)
10. 2009 Data Resubmission Update (Lee)
11. Programmer Training/Development “SandBox” (Dali/Ryan and All)
12. LaunchBoard Training Update (Tim & Ryan W.)
13. Identification on Transfer Degrees--there are two types (Lee) --Follow-up
14. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
15. Faculty Evals (Ryan)
16. Faculty Replacement/Growth (Dali and Ryan)
17. Facilities Data Requests (Lee)- Data-Request-2014-02-12T12_31_50 and Data-Request-2014-02-12T12_27_22 (Staffing Levels and WSCH Table)
18. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
19. CTE, Non-CTE Status (Tim, Lee and Dali)
20. IPEDS Caveats and 2014-15 Schedule (Ryan)
21. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
22. Data for Learning Resource Center-Follow Up (Tim)
23. Scholarship Recommendation Update (Tim)
24. Work Experience Data (How to handle)-Follow Up (Tim)- Ryan follow up
25. SB 70 (Ryan and Lee)
26. Retroactive Degree Awards (Dali and Ryan)
27. Retroactive Grades (Dali and Ryan)
28. Decision Support Systems-DSS (Dali and Tim)
29. Training on how to use and protect PII
30. Documentation- Develop a template (Ahsen)
31. Locally maintained databases (Ahsen)
32. Evaluation of TracDat
33. SQL Data Warehouse Mapping/Audit
34. MIS Data Audit
35. First Generation Student Data
36. Student Counselor Monitoring (Lee)
37. Other

**Solutions Found**
As of April 9 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping
Meeting Summary: May 14, 2014  PCR  2:00 PM

Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, Ahsen Baig and Ryan White

1. **Call to Order**
   - Dr. Ozturk called the meeting to order. Minutes reviewed and approved.

2. **New Member**
   - Ryan White, programmer analyst, has joined the workgroup. Welcome aboard!

3. **Data for Learning Resource Center-Follow Up (Tim)**
   - Integrity of the tutorial center and math center vs writing center was discussed. The research office will request the raw data over the summer and investigate its usefulness and accuracy to ensure it can be used to measure student success support as noted in the Annual Update on the Strategic Plan (Master Plan?). Ryan to initiate follow-up.
   - The group decided to add a caveat that it is self-reported.

4. **Scholarship Recommendation Update (Tim)**
   - Training still needs to take place in addition to integrating the information with the Financial Aid office. Lee to follow-up.

5. **Work Experience Accounting Method**
   - Jennifer replied to the March email sent by SIG (Tim), suggesting we invite all players to the table at a SIG meeting to hammer out the issue. Jennifer, Larry Dutto, Cindy DeLain and Lisa Greer have been invited to join the SIG group for the May 21 meeting. Only Cindy has confirmed her attendance.

6. **Efficiency Report**
   - Ryan shared the draft Faculty Growth Template being developed in conjunction with Instructional Council workgroup. This was to show how the data is being used and the results of the hard work the group has put in to correct these measurements.
   - A draft methodology document was shared with the group and suggestions were made to change several areas of the content. Most important was the inception of the term E-WSCH or the equivalent WSCH after the daily and actual attendance method is converted to WSCH. This allows the department to look at the efficiency of all faculties, in all courses, in aggregate form. The identified changes were made and the draft was shared with IC members on 5/14 with positive feedback and no requests for change.
   - If questions arise regarding other methods for computing FTEF, Ryan will email Lee for explanation and decide if it’s suitable for the methodology page.

7. **Early Alert Data**
Ryan and Dali have access to the All option.

8. Access Protocol Issue
   - Dali and Ryan will review all reports they do not have access to and request access to any additional reports they believe would be useful in filling data requests.
   - A protocol still needs to be drafted and adopted for granting access to and removing users from EIS reports.

9. LaunchBoard Workshop Report (Ryan J.W.)
   - While it’s still in development stages, LaunchBoard will provide the Chancellor’s Office insight into a student’s success after college. LaunchBoard gathers information from MIS, CTE Employment Outcomes Surveys, Salary Surfer, and EDD to track the pathways to a student’s success, and may require additional tracking from College of the Sequoias once LaunchBoard is in place. The Chancellor’s Office will play close attention to these statistics as much of their focus is on how college affects a student’s financial future.

10. Documentation of CEIS Reports
    - Ahsen will share a sample template

11. 2009 Data Resubmission Update (Lee)
    - Lee will follow up with Myrna’s replacement

The meeting was adjourned at 4:00PM
Meeting summary submitted by Ryan Barry-Souza and Dali Ozturk
**Purpose:** Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

**Agenda**

**May 7, 2014**

2:00 PM, PCR

1. Call to Order
2. Efficiency Report (Dali, Ahsen and All)-Follow-up
3. Early Alert Data-Confirm Solution (Lee and Ryan)
4. Access Protocol/Issues (Dali and Ryan)
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
6. C.O.S. Data Reports Improvement Model (Dali and Tim)
7. Review/Audit of EIS Reports (Dali and All)
   - Wait list
   - Section Seating
   - FTES Analysis
8. Workshops/Training (Tim and Dali)
9. Student Data Touch points/Census Enrollment/Student Query (All)
10. 2009 Data Resubmission Update (Lee)
11. Identification on Transfer Degrees–there are two types (Lee) –Follow-up
12. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
13. Faculty Evals (Ryan)
14. Faculty Replacement/Growth (Dali and Ryan)
15. Facilities Data Requests (Lee)- Data-Request-2014-02-12T12_31_50 and Data-Request-2014-02-12T12_27_22 (Staffing Levels and WSCH Table)
16. Financial Aid Eligibility Field in Banner (Ryan and Lee) Ahsen create new tables
17. CTE, Non-CTE Status (Tim, Lee and Dali)
18. IPEDS Caveats and 2014-15 Schedule (Ryan)
19. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
20. Data for Learning Resource Center-Follow Up (Tim)
21. Scholarship Recommendation Update (Tim)
22. Work Experience Data (How to handle)-Follow Up (Tim)- Ryan follow up
23. SB 70 (Ryan and Lee)
24. Retroactive Degree Awards (Dali and Ryan)
25. Retroactive Grades (Dali and Ryan)
26. Decision Support Systems-DSS (Dali and Tim)
27. Training on how to use and protect PII
28. Documentation- Develop a template (Ahsen)
29. Locally maintained databases (Ahsen)
30. Evaluation of TracDat
31. SQL Data Warehouse Mapping/Audit
32. MIS Data Audit
33. First Generation Student Data
34. Student Counselor Monitoring (Lee)
35. Other

Solutions Found
As of April 9 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Ahsen Baig.

1. **Call to Order**
   - Dr. Ozturk called the meeting to order. Minutes reviewed and approved.

2. **Efficiency Report**
   - A dramatic change in data, both on the efficiency report as well as FTES Analysis and Faculty Load reports, resulted in Lee and Ahsen leaving meeting early to investigate the source of the problem. The following day, the decision was made to provide a toggle for including 400 level courses. This assured the issue was not related to 400-level course exclusion. Lee suggested changing the view COS_SV_FACULTY_LOAD_NEW. By Friday the issue was remedied, as the Late April figures were being produced by the report. Lee identified the issue as an error while adding the Center Code to the view.

3. **Data for Learning Resource Center-Follow Up (Tim)**
   - After talking with the staff in the Learning Resource Center I found out that the system they use to collect hours is the same one that Computer Services uses to collect hours for FTES reporting. The significant difference is the hours that the LRC collects is raw and does not account for other courses. When Computer Services processes the collected hours it removes hours that a student is scheduled to be in class. For instance if a student spends from 8am till 11am at the center but misses a class from 9 – 10 the Computer Services system will reduce the hours collected by 1. This is in accordance with state reporting rules.

4. **Scholarship Recommendation Update (Tim)**
   - I have talked with Tim and Sylvia from the Foundation and they are amenable to entering scholarship information into the Banner system. They will need training on which screen to use and what exactly to put in. I suggest Lee take 30 minutes and walk them through the process

5. **Work Experience Accounting Method**
   - Jennifer replied to the March email sent by SIG (Tim), suggesting we invite all players to the table at a SIG meeting to hammer out the issue. Jennifer, Larry Dutto, Cindy DeLain and Lisa Greer have been invited to join the SIG group for the May 21 meeting.

The meeting was adjourned at 2:30PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozurt, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
April 30, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (Dali, Ahsen and All)
3. Early Alert Data-Confirm Solution (Lee and Ryan)
4. Access Protocol/Issues (Dali and Ryan)
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim and All)
6. C.O.S. Data Reports Improvement Model (Dali and Tim)
7. Review/Audit of EIS Reports (Dali and All)
   · Wait list
   · Section Seating
   · FTES Analysis
8. Workshops/Training (Tim and Dali)
9. Student Data Touch points/Census Enrollment/Student Query (All)
10. 2009 Data Resubmission Update (Lee)
11. Identification on Transfer Degrees–there are two types (Lee)
12. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
13. Faculty Evals (Ryan)
14. Faculty Replacement/Growth (Dali and Ryan)
15. Facilities Data Requests (Lee)- Data-Request-2014-02-12T12_31_50 and Data-Request-2014-02-12T12_27_22 (Staffing Levels and WSCH Table)
16. Financial Aid Eligibility Field in Banner (Ryan and Lee)
17. CTE, Non-CTE Status (Tim, Lee and Dali)
18. IPEDS Caveats and 2014-15 Schedule (Ryan)
19. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Dali)
20. Data for Learning Resource Center-Follow Up (Tim)
21. Scholarship Recommendation Update (Tim)
22. Work Experience Data (How to handle)-Follow Up (Tim)
23. SB 70 (Ryan and Lee)
24. Retroactive Degree Awards (Dali and Ryan)
25. Retroactive Grades (Dali and Ryan)
26. Decision Support Systems-DSS (Dali and Tim)
27. Other

Solutions Found
As of April 9 2014
1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Ahsen Baig.

1. Call to Order
   - Dr. Ozturk called the meeting to order.

2. Efficiency Report
   - The accounting methods for cross-listed courses, stacked courses and synchronous courses were investigated. Example courses were shown and it was decided that cross-listed courses were the only courses that had the potential to skew the efficiency ratio. This only occurred on the condition that the cross-listed courses were in different departments (such as HW 060 and SMED 060). Further evaluation revealed that only 6 courses are cross-listed, resulting in 3 discrepancies. The resulting effect is minor in the grand scheme of things and no changes are being requested at this time.

3. Early Alert Data.
   - New issue surfaced - accessibility to all functions and reports. Lee and Ahsen reviewed permissions and resolved the issue for the Early Alert report during the meeting. No further issues are identified with the Early Alert report at this time.

4. Student Data Touchpoints /Census Enrollments /Student Query
   - These three reports need to be audited. They do not appear to be using the same methodology. Still needs follow-up.

5. Transfer Degrees (two types)
   - There is no logical way to decipher the two types of transfer degrees. Lee to compose summary and recommendation that will go to Jennifer from SIG.

6. Work Experience Accounting Method
   - Ryan to summarize issue, include emails from Tim, Larry, Cindy. Inquire with Jennifer and ask the question who owns the data and who will be required to evaluate the data? In addition, inquire with Lisa Greer about her data needs and how she may envision WEXP grouping.

7. 2009 Data Resubmission Update
   - Myrna received file, Datamart shows 51% Hispanic. Issue resolved.
   - Outcomes section does not reflect the new ethnicity profile. Issue still exists!
   - Myrna retired, need to make contact with new analyst.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
April 23, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (Ahsen and All)
3. Early Alert Data-Confirm Solution (Lee and Ryan)
4. Student Data Touch points/Census Enrollment/Student Query
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim)
6. Review/Audit of EIS Reports
   · Wait list
   · Section Seating
   · FTES Analysis
7. Workshops/Training (Tim and Dali)
8. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
9. Faculty Evals (Ryan)
10. Faculty Replacement/Growth (Dali and Ryan)
11. Facilities Data Requests (Lee)- Data-Request-2014-02-12T12_31_50 and Data-Request-2014-02-12T12_27_22 (Staffing Levels and WSCH Table)
12. Financial Aid Eligibility Field in Banner (Ryan and Lee)
13. CTE, Non-CTE Status (Tim, Lee and Dali)
14. IPEDS Caveats and 2014-15 Schedule (Ryan)
15. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Ryan)
16. Data for Learning Resource Center-Follow Up (Tim)
17. Scholarship Recommendation Update (Tim)
18. Work Experience Data (How to handle)-Follow Up (Tim)
19. SB 70-Ryan and Lee
20. Retroactive Degree Awards
21. Retroactive Grades
22. Decision Support Systems-DSS (All)
23. Other

Solutions Found

Solutions and Innovations Group Agenda
April 9, 2014
As of April 9 2014

1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping (Ryan)
3. 2009 Data Resubmission Update-Confirm Solution (Lee)
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
April 16, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (Ahsen and All)
3. Early Alert Data-Confirm Solution (Lee and Ryan)
4. Student Data Touch points/Census Enrollment/Student Query
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim)
6. Review/Audit of EIS Reports
   - Wait list
   - Section Seating
   - FTES Analysis
7. Workshops/Training (Tim and Dali)
8. Fine Arts Data Request-Potential Faculty Negotiation Issues (Lee and Ryan)
9. Faculty Evals (Ryan)
10. Faculty Replacement/Growth (Dali and Ryan)
11. Facilities Data Requests (Lee)- Data-Request-2014-02-12T12_31_50 and Data-Request-2014-02-12T12_27_22 (Staffing Levels and WSCH Table)
12. Financial Aid Eligibility Field in Banner (Ryan and Lee)
13. CTE, Non-CTE Status (Tim, Lee and Dali)
14. IPEDS Caveats (Ryan)
15. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Ryan)
16. Data for Learning Resource Center-Follow Up (Tim)
17. Scholarship Recommendation Update (Tim)
18. Work Experience Data (How to handle)-Follow Up (Tim)
19. SB 70-Ryan and Lee
20. Decision Support Systems-DSS (All)
21. Other

Solutions Found
As of April 9 2014

1. Cal Works Data Request (by Sarah Todd)
2. Division/Dept. Mapping (Ryan)
3. 2009 Data Resubmission Update-Confirm Solution (Lee)
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
April 9, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (Ahsen and All)
3. Early Alert Data-Confirm Solution (Lee and Ryan)
4. Student Data Touch points/Census Enrollment/Student Query
5. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim)
6. Review/Audit of EIS Reports
   · Wait list
   · Section Seating
   · FTES Analysis
7. Workshops/Training (Tim and Dali)
8. Faculty Evals (Ryan)
9. Faculty Replacement/Growth (Dali and Ryan)
10. Cal Works Data Request (by Sarah Todd)
11. Facilities Data Requests (Lee)- Data-Request-2014-02-12T12_31_50 and Data-Request-2014-02-12T12_27_22 (Staffing Levels and WSCH Table)
12. Division/Dept. Mapping (Ryan)
13. Financial Aid Eligibility Field in Banner (Ryan and Lee)
14. CTE, Non-CTE Status (Tim, Lee and Dali)
15. IPEDS Caveats (Ryan)
16. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Ryan)
17. Data for Learning Resource Center-Follow Up (Tim)
18. 2009 Data Resubmission Update-Confirm Solution (Lee)
19. Scholarship Recommendation Update (Tim)
20. Work Experience Data (How to handle)-Follow Up (Tim)
21. Other
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Ahsen Baig.

1. **Call to Order & Approval of Minutes**
   - Dr. Ozturk called the meeting to order. Minutes Approved (3/26 and 3/19)

2. **Efficiency Report**
   - 400-level courses need to be excluded from the table. Ryan to follow up with Ahsen.

3. **Early Alert Data**
   - Duplicate records issue resolved.
   - New issue surfaced - accessibility to all functions and reports.

4. **Student Data Touchpoints /Census Enrollments /Student Query**
   - These three reports need to be audited. They do not appear to be using the same methodology. Lee to investigate.

5. **CALWorks Data Request**
   - Modification to EIS report will not be needed because the measurement is only done once a year and not anticipated to continue into the 2015 planning cycle.

6. **Division/Department Mapping**
   - Issue resolved – there was already a field available for mapping to department ID

7. **2009 Data Resubmission Update**
   - Myrna received file, Datamart shows 51% Hispanic. Issue resolved.
   - Outcomes section does not reflect the new ethnicity profile. **Issue still exists!**

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
April 2, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (Ahsen and All)
3. Early Alert Data-Confirm Solution (Lee and Ryan)
4. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim)
5. Review/Audit of EIS Reports
   ·   Wait list
   ·   Section Seating
   ·   FTES Analysis
6. Workshops/Training (Tim and Dali)
7. Faculty Evals (Ryan)
8. Faculty Replacement/Growth (Dali and Ryan)
9. Cal Works Data Request (by Sarah Todd)
10. Facilities Data Requests (Lee)- Data-Request-2014-02-12T12_31_50 and Data-Request-2014-02-12T12_27_22 (Staffing Levels and WSCH Table)
11. Division/Dept. Mapping (Ryan)
12. Financial Aid Eligibility Field in Banner (Ryan and Lee)
13. CTE, Non-CTE Status (Tim, Lee and Dali)
14. IPEDS Caveats (Ryan)
15. Distance Ed Reporting/Deborah Nolan-Invitation Date for a visit (Ryan)
16. Data for Learning Resource Center-Follow Up (Tim)
17. 2009 Data Resubmission Update-Confirm Solution (Lee)
18. Scholarship Recommendation Update (Tim)
19. Work Experience Data (How to handle)-Follow Up (Tim)
20. Other
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
March 26, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (All)
3. Early Alert Data (Lee and Ryan)
4. Process for making changes to EIS reports and data collection for Banner-Flow Chart (Tim)
5. Review/Audit of EIS Reports
6. Workshops/Training
7. Distance Ed Reporting/Deborah Nolan (Ryan)
8. Data for Learning Resource Center-Follow Up (Tim)
9. 2009 Data Resubmission Update (Lee)
10. Scholarship Recommendation Update (Tim)
11. Work Experience Data (How to handle)-Follow Up (Tim)
12. Other
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Ahsen Baig.

1. Call to Order & Approval of Minutes
   - Dr. Ozturk called the meeting to order.

2. Items Not on Agenda – Carried Over from Ryan’s Desk Conversation
   - Financial Aid Eligible Program field needs to be created in StudentGraduate table.
   - Explore developing a field that will properly identify CTE programs for StudentGraduate table.

3. Efficiency Report
   - Ryan to follow-up with Ahsen Thursday afternoon – will populate master plan tables when ready.

4. Process for Making Changes to EIS Reports
   - Ahsen to facilitate email notification to all EIS report users.

5. Review/Audit EIS Report
   - Will start with a frequently used report, such as section seating or FTES analysis.

6. Workshops-Training
   - Research Advisory to take lead after report is vetted through SIG.

7. Distance Ed Reporting – DECOS Request
   - No additional issues, Deborah Nolan to be invited to discuss EIS report design.

8. 2009 Data Resubmission Update
   - Myrna received file, Datamart shows 51% Hispanic. Issue resolved.

9. Scholarship Recommendation Update
   - Everything is a go, but foundation staff needs training.

10. WEXP Data
    - Jennifer has not yet responded to inquiry. SIG needs to research the effect of regrouping WEXP.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Ahsen Baig

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
March 19, 2014
2:00 PM, PCR

1. Call to Order
2. Efficiency Report (All)
3. ACCJC Annual Report Data Parameters (Ryan and All)
4. Early Alert Data (Lee and Ryan)
5. Process for making changes to EIS reports and data collection for Banner (Tim)
6. Distance Ed Reporting (Ryan)
7. Data for Learning Resource Center-Follow Up (Tim)
8. Study Active E-mail Accounts (Tim)
9. 2009 Data Resubmission Update (Lee)
10. Scholarship Recommendation Update (Tim)
11. Work Experience Data (How to handle)
12. Other
1. **Call to Order & Approval of Minutes**
   - Dr. Ozturk called the meeting to order.

2. **Efficiency Report**
   - Table to be revised to include FTES and WSCH based on the WSCH. FTEF values appear fine.

3. **ACCJC Annual Report Data Parameters**
   - Ahsen will investigate a “financial aid eligible” field for future reporting.

4. **Early Alert Data**
   - Lee will re-run and remove duplicates for district objective metrics

5. **Process for making changes to EIS reports**
   - Tim to provide workflow diagram in future SIG meeting

6. **Distance Ed Reporting**
   - Linda to check for appropriate coding when courses are entered.

7. **Data for LRC Follow-Up**
   - N/A

8. **Student Email Activity**
   - Usage varies, increases over term, peaks in March.

9. **2009 Data Resubmission Update**
   - Still awaiting response from Myrna

10. **Scholarship Recommendation Update**
    - Everything is a go, but foundation staff needs training.

11. **WEXP Data**
    - Inquiry will be sent to Jennifer regarding the reasoning of the WEXP structure.

The meeting was adjourned at 4:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
March 12, 2014
2:00 PM, PCR

1. Call to Order
2. Distance Ed Reporting
3. Data for Learning Resource Center-Follow Up
4. Work Experience Data
5. Study Active E-mail Accounts
6. 2009 Data Resubmission Update
7. Scholarship Recommendation Update
8. Other
Meeting Summary: March 12, 2014  PCR  2:00 PM

Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Clark Ray.

1. Call to Order & Approval of Minutes
   ▪ Dr. Ozturk called the meeting to order.

2. Distance Education Data Reporting
   ▪ Grouping the instructional methods leaves “72” meet courses out. Issue to be addressed with Linda Jones.

3. Data for LRC Follow-Up
   ▪ Update not yet sent

4. Work Experience Data
   ▪ WEXP is allocated at the courses, department and division level. Can it all get allocated to one department? Inconsistent.

5. Student Email Activity
   ▪ Issue arises from sending students surveys via email. We have no way to gauge how many emails a student receives in a given term.

6. 2009 Data Resubmission
   ▪ Data sent to Myrna, unknown if the issue is remedied or not.

7. Scholarship Recommendation Update
   ▪ No update available

The meeting was adjourned at 3:30 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

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Agenda
March 05, 2014
2:00 PM, PCR

1. Call to Order
2. Data for Ed Master Plan-Follow Up:
3. Distance Ed Reporting
4. Scorecard Metrics – 2013 vs. 2014-Follow Up
5. Data for Learning Resource Center-Follow Up
6. 2009 Data Resubmission Update
7. Scholarship Recommendation Update
8. EIS Questions
9. ACCJC Annual Report Methodology-Follow Up
10. EIS Questions
11. Other
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Clark Ray.

1. Call to Order & Approval of Minutes
   - Dr. Ozturk called the meeting to order.
   - Clark Ray has taken a position at another college and will no longer be a member of SIG.

2. Distance Education Data Reporting
   - Data content reviewed with SIG. Methodology and impending concerns addressed. Everyone was okay with methods.

3. Scorecard Metrics 2014 Follow-Up
   - Update not yet sent

4. Learning Resource Center Data Availability
   - Data compiled into Writing and Tutorial. Systems for collecting information needs to be assessed and summarized for all to understand.

5. 2009 Data Resubmission
   - Update sent but have not yet heard any response if the issue is resolved.

6. Scholarship Recommendation Update
   - Update not yet finalized

7. EIS Questions
   - General clarification questions

8. ACCJC Annual Report Methodology
   - Methodology

The meeting was adjourned at 3:30 PM
Meeting summary submitted by Ryan Barry-Souza
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

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Agenda
February 26, 2014
2:00 PM, PCR

1. Call to Order
2. Ed Master Plan Data Chapter Contents
3. 2009 Data Resubmission Update
4. Scholarship Recommendation Update
5. EIS Questions
6. ACCJC Annual Report Methodology
7. Other
1. Call to Order & Approval of Minutes
   - Dr. Ozturk called the meeting to order.

2. Ed Master Plan Data Chapter Contents Reviewed
   - Data content reviewed with SIG. Methodology and impending concerns addressed. Everyone was okay with methods.

3. 2009 Data Resubmission Update
   - Update not yet sent

4. Scholarship Recommendation Update
   - Update not yet finalized

5. EIS Questions
   - Questions regarding the allocation of WEXP courses and the associated WSCH and FTEF generated by the courses.
   - Questions regarding Meet Codes vs Instructional Method Codes.

6. ACCJC Annual Report Methodology
   - Methodology

The meeting was adjourned at 3:30 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
February 19, 2014
2:00 PM, PCR

1. Call to Order
2. Review Minutes
3. 2009 Data Resubmission
5. FTEF/WSCH/FTES Reports on EIS (just clarifying caveats)
6. Data for Learning Resource Center (Master Plan and Objectives)
7. Scholarship Follow-Up
8. Other
1. **Call to Order & Approval of Minutes**
   - Dr. Ozturk called the meeting to order.

2. **2009 Ethnicity Data Follow-Up**
   - Lee sent off data to Myrna, she responded and requested additional data (SB29)

3. **Scorecard**
   - Clark completed the requested the completed EIS report for program review tables. The report looks good and will be used as-is this time and evaluated after the annual program review cycle.

4. **IPEDS Timelines**
   - Lee and Ryan to compile a timeline and identify individuals involved in the IPEDS/MIS submission process.

5. **Process for Change of Codes/Data/Reporting**
   - The workgroup will begin drafting a model for reviewing/approving proposed data
   - One the process has been approved, it will be recommended to senior management that all data changes will be routed through the SIG workgroup.

6. **Student-Counselor Ratio**
   - The 2014 scorecard is available to preview and the student-counselor ratio is 580:1. This ratio will be assessed in-house.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
Feb, 12 2014
2:00 PM, PCR

1. Call to Order
2. Review Minutes
3. The 2009 ethnicity data follow up
4. Program Review Data
5. IPEDS Timelines – who does what?
6. Procedure to inform data users of changes in codes/data
7. Student-Counseling Ratio on the 2014 Scorecard (Dali)
8. Changes to current Scorecard Metrics/Methodology (Dali)
9. Other
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, Linda Colucci and Clark Ray.

1. Call to Order & Approval of Minutes
   ▪ Dr. Ozturk called the meeting to order.

2. 2009 Ethnicity Data Follow-Up
   ▪ Lee to follow up with Myrna if she received file or if any problem occurred with plan to revise demographics
   ▪ Inquiry about the next step to address IPEDS implications

3. Program Review Data
   ▪ Clark completed the requested the completed EIS report for program review tables. The report looks good and will be used as-is this time and evaluated after the annual program review cycle.

4. IPEDS Timelines
   ▪ Lee and Ryan to compile a timeline and identify individuals involved in the IPEDS/MIS submission process.

5. Process for Change of Codes/Data/Reporting
   ▪ The workgroup will begin drafting a model for reviewing/approving proposed data and code changes.
   ▪ One the process has been approved, it will be recommended to senior management that all data changes will be routed through the SIG workgroup.

6. Student-Counselor Ratio
   ▪ The 2014 scorecard is available to preview and the student-counselor ratio is 580:1. This ratio will be assessed in-house.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
Feb, 4 2014
2:00 PM, PCR

1. Call to Order/ Review Minutes
2. Conference Call with Myrna Huffman to discuss possible solutions for the 2009 ethnicity topic
3. IPEDS Timelines – who does what?
4. Procedure to inform data users of changes in codes/data
5. Student-Counseling Ratio on the 2014 Scorecard (Dali)
6. Changes to current Scorecard Metrics/Methodology (Dali)
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, Linda Colucci and Clark Ray.

1. Call to Order & Approval of Minutes
   - Dr. Ozturk called the meeting to order.

2. Conference Call with Myrna Huffman
   - Myrna Huffman called to remedy the MIS ethnicity issue
   - Myrna provided an inside solution that requires resubmitting a small batch of student Id’s with appropriate CB field
   - Linda to work on file for a two day turn around.
   - No action is anticipated with IPEDS (NCES) – (For the discussion needed)

3. Scholarships in Banner
   - A recommendation will be given to the president for a procedure to be developed in which all scholarships awarded will be recorded in banner.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

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Agenda
January 29, 2014
2:00 PM, PCR

1. Call to Order/ Review Minutes
2. Program Review Data – Final Request
3. Call with Myrna Huffman to discuss possible solutions for the 2009 ethnicity topic
4. IPEDS Timelines – who does what?
5. Procedure to inform data users of changes in codes/data
6. Student-Counseling Ratio on the 2014 Scorecard (Dali)
7. Changes to current Scorecard Metrics/Methodology (Dali)
1. Call to Order & Approval of Minutes
   - Dr. Ozturk called the meeting to order. Minutes approved

2. ACCJC Annual Report
   - Research office will cover questions 6 – 18. Ryan to send methods
   - Tim and Joni to work with Louann and/or Larry to provide answers 19 -23, needs to provide methodology
   - Joni and Tim to collaborate on 24-42
   - Joni to take lead on 43-44.
   - Research office to complete 45 & 46.
   - Dali to maintain master list of methodology
   - Tim to create queries on trackdat

3. Program Review Data
   - Clark to work on modifying current EIS report to format provided by IPRC.
   - Additional data points to become available at a later time, per the demand.

4. Ethnicity Coding
   - Will have a conference call with Myrna Huffman regarding possible solutions to the 2009 ethnicity disaggregation. Call is set for 2:15. Linda may or may not be able to attend.

5. IPEDS Financial Aid Data (data mart issue too)
   - Lee will provide a timeline for MIS submissions. The financial aid resubmission will occur in the coming week and will seek advice from Myrna regarding the effects on IPEDS.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

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Agenda
January 15, 2014
2:00 PM, PCR

1. Call to Order/ Review Minutes
2. Ethnicity Coding – history? Improvements?
3. CR/NC grades to P/NP grades – history and impact?
4. Procedure to inform data users of changes in codes/data
5. Retroactive Degree/Certificates (IPEDS Data Example)
6. Student-Counseling Ratio on the 2014 Scorecard (Dali and Ryan)
7. Changes to current Scorecard Metrics/Methodology (Dali and Ryan)
8. Gainful Employment (Clark Update)
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, Linda Colucci and Clark Ray.

1. Call to Order & Approval of Minutes
   - Dr. Ozturk called the meeting to order. Minutes approved

2. Gainful Employment (moved from agenda item 8)
   - Gainful Employment – Clark has built EIS report to take-in information for disclosure website. Still in process for identifying appropriate personnel to input the data. More than one staff member will be needed to input the respective information.

3. Ethnicity Coding
   - Ethnicity Coding – Due to capacity issues, the decision was made to not re-submit the MIS data for the specified term/year.

4. Credit-No Credit
   - Credit-No Credit Grades – Research office will inquire with chancellor’s office to get clarification on success formula. Include question about Filipino.

5. Retroactive Awarding Degrees & Certificates
   - No process for reporting retroactive grade changes or retroactive degrees. We are unsure if those grades/awards ever find their way into the subsequent reporting year. Linda will look at what dates are being submitted to MIS. Degree works software may be needed to effectively remedy situation, as there are many benefits the software brings to support student achievement.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
January 8, 2014
2:00 PM, PCR

1. Call to Order/ Review Minutes
2. Fact Book Metrics Established
3. Cal-pass Data Submission (Tim)
4. EIS - Reports Needed for Program Review & Distance Ed (it’s coming soon)
5. Set-Standards & Data on Demand Data
6. Retroactive Degree/Certificates (IPEDS Data Example)
7. Student-Counseling Ratio on the 2014 Scorecard (Dali and Ryan)
8. Changes to current Scorecard Metrics/Methodology (Dali and Ryan)
9. Gainful Employment (Clark Update)
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Clark Ray.

1. Call to Order & Approval of Minutes
   - Dr. Ozturk called the meeting to order. Minutes approved

2. Fact Book Metrics
   - Fact book metrics will primarily be sourced from the CCCCO’s Datamart. Metrics such as enrollments, placement, success, awards, and faculty info will be included. Budget and finance metrics will be discussed with the VP. Ratios for technology and computer services are being investigated to also include in the factbook.

3. CalPass Data submission
   - Tim H. will contact Linda Colucci and will detail the process needed to complete the submission.

4. EIS – Program Review and Distance Ed Reports
   - Program review data will have a basic format and only two primary data points, Enrollment @ census and the success rate. Each department will have their own data with each course being a line item. The concern that small N’s would identify instructors and/or students was mentioned. Dali will discuss with IPRC and Senior Management.
   - Distance Education vs. face-to-face instructional methods will be made available at a later time. Additional metrics regarding the DECOS request will be addressed at a later time.

5. Additional Conversation
   - Referential files were recovered from data on demand but could not be interpreted. Lee assisted Ryan in figuring out the files.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

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Agenda
December 11, 2013
2:00 PM, Room 1

1. Call to Order
2. Minutes – Review/Approve
3. Fact Book Metrics/Methodology
4. Coverage for data needs when out-of-office
5. Cal-pass Data Submission
6. EIS - Reports Needed for Program Review & Distance Ed
7. Set-Standards & Data on Demand
8. Retroactive Degree/Certificates
9. Student-Counseling Ratio on the 2014 Scorecard
10. Changes to current Scorecard Metrics/Methodology
11. Gainful Employment
Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Clark Ray.

1. **Call to Order & Approval of Minutes**
   - Dr. Ozturk called the meeting to order. Minutes approved

2. **Fact Book Metrics**
   - Fact book metrics will primarily be sourced from the CCCO’s Datamart. Metrics such as enrollments, placement, success, awards, and faculty info will be included. Budget and finance metrics will be discussed with the VP.

3. **Coverage for data needs (out of office)**
   - Computer services will serve as the primary default for out of office. In such instances, the research office will instruct the requestor to contact the helpdesk for such services.

4. **CalPass Data submission**
   - Tim H. will contact Linda Colucci and will detail the process needed to complete the submission.

5. **Additional Meetings**
   - Due to the importance and timeliness of research/data needs, the Solutions and Innovations Group will begin meeting more often. Khantee will send out additional meeting invites for the semester.

The meeting was adjourned at 3:00 PM

Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
November 13, 2013
2:00 PM, Room 1

1. Call to Order
2. Retroactive Degree/Certificates
3. Student-Counseling Ratio on the 2014 Scorecard
4. Changes to current Scorecard Metrics/Methodology
5. Fact Book Metrics/Methodology
7. EIS - Reports Needed for Program Review and Set-Standards
8. Coverage for data needs when out-of-office
9. Other
Solutions and Innovations Work Group
Dr. Mehmet Dali Ozturk & Tim Hollabaugh, Co-Chairs

Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

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Agenda
October 22, 2013
2:00 PM, PCR

1. Call to Order
2. Ethnicity Field for Consistent Reporting
3. Definition of a Basic Skills Course and/or Basic Skills Student
4. Process for Retroactive Degree/Certificates
5. Tool Dictionary – Data Dictionary
6. EIS - Reports Needed for Program Review and Set-Standards
7. Coverage for data needs when out-of-office
8. Other
Meeting Summary: Oct. 22, 2013  PCR  2:00 PM

Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Clark Ray.

1. Call to Order
   - Dr. Ozturk called the meeting to order.

2. Ethnicity Field for Consistent Reporting
   - The ethnicity formula provided to Technology Services has been added to the Graduate View and will be evaluated for outliers (unknown ethnicity group). In addition, the field is going to be added to the Student Table and Enrollment View for future programming needs.

3. Defining Basic Skills Courses and/or Students
   - Basic Skills should reference a course, not a student.
   - Report needs to be generated that identifies all “basic skills course” and then we need to cross-reference those courses for the levels below transfer code. This will provide a better understanding of how basic skills cohorts (scorecard and datamart) are identified.

4. Evaluate the Process for Retroactively Awarding Degrees/Certificates
   - Discussion began on this item but the meeting was adjourned. The item will be moved to the next meeting.

The meeting was adjourned at 3:00 PM
Meeting summary submitted by Ryan Barry-Souza
Members: Dr. Mehmet Ozturk, Tim Hollabaugh, Ryan Barry-Souza, Lee McDonald, and Clark Ray

Purpose: Solutions and Innovations Work Group has been established in fall 2013 to coordinate district’s efforts in utilizing available data that can be used for research, assessment and decision support purposes. The work group meets on a regular basis to discuss and generate solutions to issues and challenges related to data and data systems that directly affect district’s research capacity. The group also pays special attention to innovations in data management systems that are critical to continuous improvement of quality.

Agenda
October 8, 2013
1:00 PM, Room 1

1. Call to Order
2. Create a database to house all data required for ACCJC report due in March
3. Other
Meeting Summary: Oct. 8, 2013   PCR  1:00 PM

Members present: Mehmet Ozturk, Ryan Barry-Souza, Tim Hollabaugh, Lee McDonald, and Clark Ray.

1. Call to Order
   - Dr. Ozturk called the meeting to order. Future meeting dates were scheduled for the 2nd and 4th Wednesday of every month.

2. Create a database to house all data required for the ACCJC report due in March:
   - Content was discussed as well as a location to access the report – preferably the EIS. However, additional data will still need to be gathered from other sources.

3. Other:
   - Discussion about the function of the workgroup occurred. The group addressed:
     - Who should be able to request EIS reports and who’s responsible for them.
     - Static vs. Dynamic reports
     - Using MIS as a foundation for data definitions
     - Distance education defined
     - Institutional Reports vs. Program-level reports
     - Providing consistent-centralized answers

The meeting was adjourned at 4:30 PM
Meeting summary submitted by Ryan Barry-Souza