Functional Data Governance Committee for Student Data  
Meeting Minutes November 2, 2017, 2-3 PM  
President’s Conference Room

**Distance Education (Online) Programs update** — A ticket was entered into JIRA by Michael Mooney to request a field to track Distance Education programs. Field values should be exclusively distance education, half or more but not exclusively distance education, or less than half distance education. Codes need to be validated at data entry and descriptions need to be view at data entry.

**Review of reporting requirements for distance education courses** – Review online course definitions for IPEDS, Middle States, NC-SARA, and SUNY.

**Online Courses** – Reviewed different ways courses could be coded as online: Location (‘ONLINE’ or ‘DISTLEARN’), Instruction Mode (World Wide Web – Asynchronous, World Wide Web – Synchronous, On-line and In Person – Hybrid), Room (blank or “ONLINE’), Meeting Pattern (Unknown, Flexible Meetings). The field AutoEnrollSection1 and AutoEnrollSection2 indicate what section components are tied together. This is important because all section components, that the student is enrolled in, need to be ‘online’ for the course to be considered an online course.

Issues include:
- Fields for course aren’t always consistent (ex: Online location with Room on campus, In person instruction mode but Online location)
- Hybrid isn’t always listed in Instruction mode sometimes it is put in the notes;
- Hybrid and In-person should have actual class location in Location field not Online or Distance Learning.
- Class location contains non-location values such as SUTRA. This was used in the past for billing and is no longer needed for that purpose.
- HTBA (Hours to be arranged) meeting pattern causes issues with fees when it is used.

Questions:
- Why do we have ‘Online’ and ‘Distance Learning’ if the two values that are used interchangeably? If no difference we should use one code.
- Is there a manual anywhere that describes how to set up an online course? Registrar has some documentation on how to schedule class but not sure where it is located or what it contains.
- If a course is zero credits should it be counted in online evaluation?
- Should dissertations meeting off campus be considered Online or listed as Off Campus? Note: Some dissertations listed as Off Campus come back to campus to meet with an advisor. Colleen will bring back to Grad school.
- Online nursing has dates and times for on ground intensives listed in notes. Do these “intensives” meet the IPEDs allowable exclusion for orientation, testing, or academic support services? SUNY doesn’t have exclusions listed in distance learning definition but exclusions for advisement, office hours, homework assignments and help sessions in are listed in Term /Section submission. US News has carve out for clinicals.

Next meeting December 7 at 2:00 pm – 3:00 pm in President’s Conference Room.

**Attended by:**  
Adelaide Kuzmack Erica Hackley Kane Gillespie Mark Lang  
Ahmed Belazi Erik Andersen Ken MacDowell Rich MacDonald  
Andrew Kirsch Ginny Clancy Kim Berlin Theresa Diemer  
Braden Hosch Henry Joseph Kim Rant Yoonmi Noh  
Colleen O'Toole Jeffrey Mackey Lori Lyons

**Not in attendance:**  
Faith Matranga Michael Riordan  
Jennifer Bracero Rob Kukta  
Jonathan Anzalone