Reviewed and approved minutes for February.

**Report standards** – Reviewed reporting standards approved by Data Governance Council ([http://www.stonybrook.edu/commcms/irpe/about/data_governance/data_governance.php](http://www.stonybrook.edu/commcms/irpe/about/data_governance/data_governance.php)). Level 1, required on all reports, includes descriptive title, date produced/executed, office preparing report, source, use of shared/approved terminology, labels for column/row headers and chart axes, and page numbers. Level 2, recommended, includes control totals, drillable, link to dictionary and definitions, purpose/interpretation, tables/selection criteria used, notes with critical definitions, and criteria/parameters used.

**U5 and U6 Academic Level Codes** – Continued discussion on tracking students seeking additional bachelor’s degrees. Paul discussed history behind East campuses use of U3/U4 to designate time in program. Students start in “junior” year of program (U3) and proceed to “senior” year (U4) regardless of number of credits they have. East campus programs are cohort based so they follow a set time period but the amount of credits required differs between each program. If East campus used credits to track U3/U4 as West campus does, they would need different rules for each program. The one year accelerated nursing program students with Bachelors go in as U4 but they could be using the existing U5 load level rule according to Adelaide. U5 indicates a student is coming in with a Bachelor’s degree but it is unclear if and how it is being used. The 3 options for tracking students pursuing additional Bachelor’s degrees are 1) use U5 to track, 2) use U5/U6 to track year in program for East campus, and 3) track using different plan code. Cohort tracking is available in PeopleSoft but it is currently not being used. It was decided that a sub-group of Paul Ray, Mike Mooney, Rich MacDonald, and Adelaide would decide the best option moving forward. The sub-group will be convened by Paul and they will report back next meeting.

**Academic Group Labels** – Continued discussion on updating the academic group labels in PeopleSoft to one of the proposed two options. Option 1 lists academic department fist followed by “, College of” or “, School of” if applicable, ex: “Journalism, School of.” Option 2 lists the academic department minus the “College of” or “School of” information, ex: Journalism. Family medicine needs to be added to list. Program in Public Health shouldn’t be in HSC, possibly moved to Grad school or HTM. East campus needs more time to review. Colleen (Grad School) spoke to Melissa Jordan and they like option 1 because it keeps the distinctions of college and school. Mark (SOMAS) and Lori (SPD) also like option 1. East campus had concerns over changing Stony Brook Southampton to Southampton Arts because they use Southampton for some of their programs. What they are using is campus and that would not change. The proposed change to Southampton Arts would only affect Creative Writing program. We will wait to hear back from East Campus, if no objections or issues we will proceed with Option 1.

**Institution names in External Org table** – Discussed changing the name descriptions (descr50) of external organizations in (PS_EXT__ORG_TBL) to reflect name from US Department of Education (IPEDS) descriptions for US institutions. Lindsi Walker has proposed updates to the international institutions. Current issues with data include, unnecessary abbreviations, capitalizations of names, name clarifications, and maintaining separate records for schools with the institution. No one from committee had any objections or issues with updating names. Theresa will reach out to Dave Taiclet in UG admissions to see if they have any objections.

Next meeting April 5th at 2:00 pm – 3:00 pm in VP Admin’s Conference Room.

**Attended by:**
- Adelaide Kuzmack
- Ahmed Belazi
- Braden Hosch
- Colleen O’Toole
- Lori Lyons
- Mark Lang
- Michael Mooney
- Paul Ray

**Not in attendance:**
- Andrew Kirsch
- Erica Hackley
- Faith Matranga
- Ginny Clancy
- Jennifer Bracero
- Jonathan Anzalone
- Kane Gillespie
- Kim Berlin
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