

**Functional Data Governance Committee for Student Data**  
**Meeting Minutes April 5, 2018, 2-3 PM**  
**President's Conference Room**

Reviewed and approved minutes for March.

**U5 and U6 Academic Level Codes** – Paul Ray and Mike Mooney met and looked into using U5+ to classify students coming in with a Bachelor's degree. Paul will look into using admit term or find another way to determine cohort reporting (currently East campus uses U3 and U4). This coding would apply to West campus as well. The committee voted and unanimously approved recommendation to use U5+ to classify students coming in with Bachelor's degrees. Action item: We will start by talking to Mike Mooney to determine feasibility.

**Academic Group Labels** – East campus reviewed and also prefers Option 1 choice for changing the Academic Group labels which lists academic department first followed by “, College of” or “, School of” if applicable, ex: “Journalism, School of.” Committee voted (motion made by Ginny Clancy and seconded by Paul Ray) and unanimously approved adoption of Option 1.

**Institution names in External Org table** – Update provided on proposed changes to 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. Changes include, fixing unnecessary abbreviations, capitalizations of names, name clarifications, and maintaining separate records for schools with the institution. When more than one campus, the school followed by dash and 2 digit state or city was use. Action item: Theresa will reach out to Dave Taiclet in UG admissions to see if they have any objections in inactivating duplicate IPEDS ids for departments within schools.

**Distance Education** – Kim provided update on Distance Ed audit checks put in place to catch any course sections which violate the agreed upon Distance Ed rules for coding classes. Some classes are showing up that shouldn't be on the list so the validation procedures will need to be tweaked slightly for Hybrid courses. Action item: Kim will review rules and fix audit reports for Hybrid courses.

**Admit Types** – Discussed admit types (New Freshman, Transfer, Continuing) and their usage. You can be new Undergraduate non-matric, a new UG matriculated, new Grad non-matric, and a new Grad matriculated. You can only be a transfer if you have never been matriculated in a degree program at that level. Currently, East campus is using Transfer if there has been a break in enrollment. If there hasn't been a break in enrollment the student is listed as a HSC crossover (XOV) admit type. This prevents the student from being charged a deposit fee and has some financial aid implications. The students that have had a break in enrollment need to be coded differently so they can be charged the deposit fee. A possible solution would be to create a new admit type that looks back further than the most previous semester to see if they have ever been enrolled. Action item: Braden and Theresa will create rules to propose to the committee.

**Citizenship –Who can update?** Discussed who has access to update citizenship: Student Accounts, Financial Aid, all Admissions centers, HR, and Global affairs to start. Financial Aid will update if they get back contradictory information from federal government about a student's citizenship. **What documentation is required?** Unless the student is looking to change tuition group (out of state vs in state) or for financial aid, East campus has been give directive not to ask for documentation. If change of tuition group is requested Student Accounts asks for documentation which is scanned and saved. Financial Aid requires a passport which is imaged and saved in Nolij. **What data feeds automatically provide this info?** **Is there a verification field/process?** This is a partially self-reported field in the fact that is derived from fields off the various applications. We currently have 7-8 outside application centers who ask the citizenship question in different ways. Some clarify native vs. naturalized but others do not. Citizenship is

not effective dated so new entries overwrite history. ***What level of cross-validation does and should occur with visa information?*** Currently, no cross validation between Visa and Citizenship. ***How should this process be improved?*** The committee will discuss further next month. Action items: Andrew will get list of all users with access to update citizenship and visa status. Theresa will create a list of discrepancies between citizenship and visa for the committee to review.

Next meeting May 3<sup>rd</sup> at 2:00 pm – 3:00 pm in **President's Conference Room**.

**Attended by:**

Adelaide Kuzmack  
Andrew Kirsch  
Braden Hosch  
Colleen O'Toole  
Erik Andersen  
Ginny Clancy

Jonathan Anzalone  
Kane Gillespie  
Ken MacDowell  
Kim Berlin  
Kim Rant  
Lindsy Walker

Lori Lyons  
Mark Lang  
Paul Ray  
Rich MacDonald  
Theresa Diemer

**Not in attendance:**

Ahmed Belazi  
Erica Hackley  
Faith Matranga  
Henry Joseph  
Jeffrey Mackey  
Jennifer Bracero  
Michael Mooney  
Michael Riordan  
Rob Kukta  
Yoonmi Noh