Reviewed and approved minutes from December.

**Seeking additional baccalaureate degree** – Voted on using U5 – additional Baccalaureate (East and West campus) and U6 – additional Baccalaureate yr2 (East campus only).
- Motion: Kane, 2nd by Ahmed
- Discussion: Since East campus is cohort based (time) and currently uses U3/U4 to show what year students are in they need U6 to indicate 2nd year. West campus is credit based so it will only need U5.
- Results: all in favor

**Plan codes** – Voted on additional proposed plan code description changes.

- **Credential in Plan Description**
  - | Acad Plan | Plan Description from | Change to |
  - | --- | --- | --- |
  - | MAT2TP | Mathematics TPrep Second Major | Mathematics |
  - | MUSMM | MM in Music Performance | Music Performance |
  - | SASCT | PMCert in Sch Admin/Suprsvn | School Administration/Suprvsn |
  - | SDACT | PMCert in Sch Distrcit Admin | School District Administration |
  - Motion: Lori, 2nd by Adelaide
  - Discussion: none.
  - Results: all in favor

- **East campus Nonmatric plan**
  - | Acad Plan | Plan Description from | Change to |
  - | --- | --- | --- |
  - | HSDUN | Dental Medicine | Dental Medicine NM |
  - | HSFGZ | Nutrition | Nutrition NM |
  - | HSPGN | Public Health | Public Health NM |
  - | HSAGN | Health Tech and Mgmt | Health Tech and Mgmt NM |
  - | HSAUN | Health Tech and Mgmt | Health Tech and Mgmt NM |
  - | HSYGN | Health Tech and Mgmt | Health Tech and Mgmt NM |
  - | HSZGN | Health Tech and Mgmt | Health Tech and Mgmt NM |
  - | HSMGN | Medicine | Medicine NM |
  - | HSMUN | Medicine | Medicine NM |
  - | HSMVN | Visiting School of Medicine | Visiting School of Medicine NM |
  - | HSNIN | Conditional Nursing | Conditional Nursing NM |
  - | HSNIZ | Conditional Nursing | Conditional Nursing NM |
  - | HSNGN | Nursing | Nursing NM |
  - | HSNUF | Nursing | Nursing NM |
  - | HSNZG | Nursing | Nursing NM |
  - | HSNZU | Nursing | Nursing NM |
  - | HSNDN | Provisional Nursing | Provisional Nursing NM |
  - | HSNDZ | Provisional Nursing | Provisional Nursing NM |
  - | HSWGN | Social Work | Social Work NM |
  - | HSWUN | Social Work | Social Work NM |
  - Motion: Lori, 2nd by Adelaide
  - Discussion: none.
  - Results: all in favor
Student Address Fields –

Issues include:

- **Student inaccurate local addresses** – There is no validation on local address; there are in person students with local addresses out of the state and country. Students are not asked to update at regular intervals. Like to add a pre-semester question that has students confirm addresses. Currently, this functionality is not available but it will be with upgrade to PeopleSoft 9.2.

- **Student relationship between Dorm and Local Address** – How would an analyst know to pull in Dorm address and local address to get where students live when classes are in session? Should Dorm address be pushed into Local address so it is stored in one place? Potential problems would be if a student is maintaining a Dorm address but also lives off-campus.

- **Confusion with description for “Home address”** (does not include the word “permanent”) – There can be confusion that Home is where you go at night when it is intended to mean your permanent address. Adding permanent to the description could help with the confusion.

- **Addresses are not validated against a postal database** – There are a few software options available that are not currently being used. 1) Clean Address software – works well with PS, know to exclude things like Dorm address. Was previously owned by Admissions office. Not sure why it is not currently being used. 32) Postal service software – validates US addresses and several other countries. Good for front end verification, not allow people to input invalid addresses.

- **No definitions for address types** – Need definitions for address types.

- **Data owner unclear** (who resolves bad data?) – Most addresses are “owned” (errors resolved) by the Registrar’s office. Admissions, Financial Aid, and Grad School also have access to edit address data.

**Additions to upcoming projects list** – Include discussion on how section numbers have “hidden” meanings.

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

**Attended by:**
- Adelaide Kuzmack
- Ahmed Belazi
- Braden Hosch
- Colleen O’Toole
- Henry Joseph
- Jeffrey Mackey
- Jennifer Kuhl
- Kane Gillespie
- Ken MacDowell
- Kim Berlin
- Kim Rant
- Lori Lyons
- Mark Lang
- Michael Mooney
- Theresa Diemer

**Not in attendance:**
- Andrew Kirsch
- Eric Hackley
- Erik Andersen
- Faith Matranga
- Ginny Clancy
- Jennifer Dellaposta
- Jonathan Anzalone
- Michael Riordan
- Rich MacDonald
- Yoonmi Noh