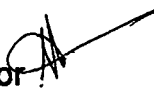




MEMORANDUM

To: Academic Deans

FROM: Martin A. Orlowski, Director 
Office of Institutional Research

DATE: November 29, 1990

SUBJECT: **Analysis of Instructional P.R.I.M.E. (Fall 1989)**

The attached tables represent a detailed analysis of the Fall 1989 Instructional P.R.I.M.E. review process. Specifically, these tables depict a summary of the stated "concerns" and "recommendations" indicated on the "Content Review Form" by the Deans and faculty. Each table presents the cumulative statements made by those Deans who reviewed a particular cost center as well as those made by the faculty who reviewed the same cost center.

This is the first detailed analysis to come out of P.R.I.M.E. Given this, I would like your feedback with regard to the utility of such an analysis as it is presented in these tables. It is important that you receive the information you need to make decisions that support your areas of responsibility. It is my role and objective to provide you with this information. Please call me at 7746 or send me a PROFS note at MAORLOWS if you have any comments (positive or negative) with regard to these data. Thank you.

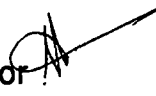
MAO/dlt
Attachment

c: P.R.I.M.E. Coordinating Committee



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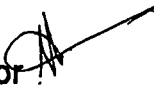
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MAO/dlt
Attachment

c: P.R.I.M.E. Coordinating Committee

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of April 12 1991

IN ATTENDANCE:

G. Cartsonis
 F. Charbonneau
 J. Davis
 D. Doidge
 R. Grass
 C. Miller
 T. Scott
 R. Thompson
 J. Warner
 M. Orlowski
 R. VandenBrook
 A. McCord
 E. Kendall

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Introduction	C. Miller introduced E. Kendall, who will replace him as Budget Director. The coordinating committee expressed appreciation to C. Miller for his invaluable work on PRIME and welcomed Beth to OCC.	
Student Services Worksheet Update	<p>M. Orlowski presented a list of all returned worksheets and content review forms. A checklist was suggested as a better way to determine status of returned worksheets.</p> <p>D. Doidge asked if it were possible to find out the status of campus input. A. McCord responded that a printout could be made available, and that he will provide a sample to the committee during the next run of PRIME.</p> <p>R. VandenBrook will add the word "Specific" to Indicators of Need on worksheet 1B.</p> <p>R. Grass said that some Student Services groups have not yet defined their specific indicators of needs such as records, registration, admissions, student activities, and recruitment.</p> <p>Requests to add, delete, or replace additional indicators of need should be handled through the campus deans who are responsible for making these changes.</p>	<p>D. Doidge will ask J. Sloan if the new director of enrollment services will coordinate the specific indicators of need for college wide functions.</p>

**Legend
Comments**

The general understanding is that with Legend, more computer generated information will be available for P.R.I.M.E. The committee received copies of A. McCord and M. Petrack's responses to data available from Legend.

D. Doidge questioned whether money spent on equipment for programs out of Perkins funding could be tracked better on the new system. C. Miller said the tracking would not be simpler because this money is not tied to disciplines but is out of the general fund. He suggests that this would be very valuable to have but difficult to accomplish.

The goal of the new computer software is to provide more data and less self reporting. This will allow people to spend more time reviewing rather than collecting data.

Misc.

D. Doidge requested R. Grass and T. Scott prepare a summary statement discussing the work done during the past year and weak spots that have been uncovered.

**Instructional
Changes**

In response to N. Boulos regarding inaccurate data on PRIME worksheets, ITS has since determined that 25 disciplines have inaccurate data. ITS will correct this problem by looking at student counts first and replacing SCH student headcount data as needed.

**J. Cousineau
Response**

As J. Cousineau has developed objectives for OCC, it is the committee's hope that he will continue to provide support in these areas.

A letter will be sent to J. Cousineau responding to his P.R.I.M.E. ideas.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of February 15, 1991

IN ATTENDANCE:

- X G. Cartsonis
- F. Charbonneau
- J. Davis
- X D. Doidge
- X R. Grass
- C. Miller
- X T. Scott
- R. Thompson
- J. Warner
- X M. Orłowski
- X R. VandenBrook
- X A. McCord

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
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Student Services	A Student Services Display/Update Screen Training session will be held by R. VandenBrook during March for persons involved in the input of self reporting data on the worksheets.	
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The return of Student Services worksheets is about one-third. The committee determined the following areas as key areas which were needed to have back prior to a Student Services Task Force meeting:

- | | |
|-----------------------|--------------------|
| Health Services | IIC |
| Financial Aid | Registration |
| Records | Job Placement |
| LRC | Counseling |
| Admissions/recruiting | Student Activities |

The committee named someone to contact each of the above mentioned areas to find out the status of their worksheets. There are still four missing key indicators of need which need to be clarified.

Discussion of the 2-8-91 Meeting

The committee discussed the previous meeting which included J. Cousineau. A. McCord stated that he feels J. Cousineau will help incorporate P.R.I.M.E. into the Strategic Plan; also, that the North Central visit may determine that Strategic Plan should "umbrella" P.R.I.M.E. It will be important that J. Cousineau work through this entire process with each group for a more conceptual framework. D. Doidge said that the entire Strategic Plan needs to feed back into P.R.I.M.E.

The following suggestions were made for P.R.I.M.E. worksheets: we need to be very clear on the worksheets as to what exactly we are counting, need to clarify some of the statements on the worksheets, and improve the glossary. A. McCord mentioned that the largest disparity is between the budget function and P.R.I.M.E. figures. There is a strong need to make organizations clearer for use with P.R.I.M.E. – or choose not to report some data which appears unclear. R. Grass said that we must keep the data accurate and clearly understood to keep people's faith in P.R.I.M.E.

D. Doidge said that if we use P.R.I.M.E. with other information in conjunction with Strategic Planning to implement strategies, then we have a good plan but it is not how P.R.I.M.E. was developed in the beginning. Now is the time to look over the different documents (such as Content Review Form, etc.) and determine the quality of each and how it can all be incorporated to work with Strategic Planning.

The following action was decided upon:

1. Allow J. Cousineau to research and formulate his ideas.
2. Plan a joint meeting with Strategic Planning Committee and P.R.I.M.E. Coordinating Committee
3. Then go to the other groups with more specific ideas to blend the entire process together.

Chancellor Fulton will be invited to attend any P.R.I.M.E. Coordinating Committee meeting during the upcoming months.

New Information Needed from Legend

Instructional P.R.I.M.E.

Note: Initial ITS comments and suggestions are added as italics. A. McCord 3/1/91.

Quantitative Indicators of Need:

1. Enrollment Information

Basic enrollment information should be similar under SIS/LEGEND, but it is possible that some definitions will change as a result of modifications to college policies and/or procedures.

2. Occupational Program information

d. Unduplicated headcount

This needs to be very well defined so that campus disciplines are not confused by the numbers. We may want to consider including both COLLEGE and CAMPUS headcounts to cut down on confusion.

3. Employment outlook:

a. Demand in Southeast Michigan

This data will not be a part of LEGEND. Institutional Research will need to provide this data.

b. Demand in Michigan

This data will not be a part of LEGEND. Institutional Research will need to provide this data.

Quantitative Indicators of Cost

Effectiveness:

1. Direct Instructional costs:

c. share of departmental cost

We believe that this data has not been particularly useful because of confusion resulting from cost distribution from department to disciplines. If this figure is reported, it should be reported as a dollar value. The total departmental cost should also be reported for reference. The glossary should clearly note the methodology used and that the discipline cost is an estimate.

e. campus mean

This needs to be very well defined. We presume that this figure represents the mean instructional cost per SCH, and that "campus mean

represents the arithmetic mean of cost/SCH figures for all disciplines reported on the campus. The glossary should clearly note the methodology used and that the discipline costs used to compute the average are estimates.

f. college discipline mean
This also needs to be very well defined. We presume that this figure represents the mean instructional cost per SCH, and that "college mean" represents the arithmetic mean of cost/SCH for all disciplines reported throughout the college. The glossary should clearly note the methodology used and that the discipline costs used to compute the average are estimates.

Quantitative Indicators of Institutional Support

3. total expended on new and replacement equipment: including grant funds.

We believe that this data has not been particularly useful due to the difficulty in tying college initiatives back to departments and disciplines. It may be best to not report a PRIME figure, but for the glossary to refer to an appropriate CUFFS report which provides this information in detail.

5. Participation in specific professional development activities

a. Number of people attending:

We will check to see if any HRS/LEGEND components track professional development activities. Our initial reading is that this data will continue to be self-reported. We also believe that this figure should be combined with Item 6.

b. Dollars spent:

We believe this data will be extremely difficult to assign to disciplines, as funding for professional development comes from many sources and no computer-based records exist which associate individuals and disciplines with training dollars. It may be best to not report a PRIME figures, but for the glossary to refer to an

appropriate CUFSS report which provides this information in detail.

6. Number of people who have participated in in-service activities
We believe that this figure should be combined with Item 5-A. Separating the two figures results in confusion.

7. Number of paid tutorial assistants: full time equated

The methodology for computing this figure should be clearly defined in the glossary. We also believe that if this figure is reported, it should be combined with Item

8.

8. Number of supporting staff
a. Clinical lab instructors
b. Paraprofessionals
c. Secretarial
d. Student employees

We will ask the HRS/LEGEND project team to comment on how these employee categories compare with those defined to HRS. In some cases it may be best to report the number of approved positions, and in other cases a FTE equivalent. The methodologies should be clearly defined in the glossary.

Assessment of Student Goals

1. Percentage of students enrolled at end of term

- a. college discipline mean
- b. college mean

Both of these figures must be very clearly defined in order to be meaningful. It might be useful to report the numbers that comprise the equation (number enrolled at 1/6 day, number receiving appropriate grades at end of term).

2. Follow-up information

a. Percentage of graduates working in their field or related field (contacted/working in field)
This data should be provided college-wide as a result of Institutional Research's graduate followup study. It might be more useful to report the numbers surveyed and employed rather than a percentage.

b. Percentage of leavers who met personal goals (contacted/met personal goals)

This data should also be provided by Institutional Research. Again, raw numbers might be more useful than percentages.

c. Percentage of guest students
The concept of "guest student" has been poorly understood throughout the college. If this figure is to be reported, it should be reported as a raw number along with headcount figures.

P.R.I.M.E. Meeting Dates

3-15	Coordinating Committee	10-12 noon	CO conf. rm. B
3-22	Coordinating Committee	10:30 -12 noon	AH T 1 (Hi Tech)
4-12	Coordinating Committee	8-10 am	CO conf. rm. B
4-12	Student Service Task Force	1:30-3:30 pm	CO conf. rm. A
5-10	Coordinating Committee	10-12 noon	CO conf. rm. B
5-17	Coordinating Committee	10-12 noon	CO conf. rm. B
5-17	Administrative Task Force	1:30-3:30 pm	CO conf. rm. A

3/15/91

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of February 8, 1991

IN ATTENDANCE:

G. Cartsonis
 F. Charbonneau
 J. Davis
 D. Doidge
 R. Grass
 C. Miller
 T. Scott
 R. Thompson
 J. Warner
 M. Orłowski
 R. VandenBrook
 A. McCord
 J. Cousineau
 R. Saunders

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Links between P.R.I.M.E. and Strategic Planning	A handout presenting a P.R.I.M.E. and Strategic Planning cycle and a possible new format of Campus Summary Forms was reviewed.	Revisions will be made.
	R. Saunders stated that the third cycle of Strategic Planning will take place next fall; for the first time the team will have adequate information for use in planning. The Strategic Planning team will utilize Environmental Scanning key drivers data for external planning and P.R.I.M.E. data for internal planning assumptions. It has not yet been determined who will write the planning assumptions.	None
	R. Grass said that we are not yet clear as to the method of getting P.R.I.M.E. into Strategic Planning summary data (of getting strengths and weaknesses into the planning teams). P.R.I.M.E. could result in a planning report for campuses such as: budget requests and program planning.	

J. Cousineau said that the first goal of P.R.I.M.E. should be to turn data into information. He suggested that P.R.I.M.E. be viewed as an indicator of how each discipline is doing; it is the process of communication of thinking for Strategic Planning. P.R.I.M.E. is an opportunity for people to share data and perspectives which makes for creative thinking. The P.R.I.M.E. process has generated much creative energy but he wonders if it can be sustained long term. We must plan to use it more efficiently; he'll try to find ways of making the process easier down the road. He suggested that P.R.I.M.E. could be improved if the focus is kept on improvement: identify strengths and weaknesses of a department or discipline. Then information can feed from P.R.I.M.E. to the Strategic Plan.

J. Cousineau is presently working on the development of ideas to improve the P.R.I.M.E. process; he stressed the importance of accurate data. He will look at ways to integrate P.R.I.M.E. with Strategic Planning and Outcomes.

J. Cousineau will continue meeting with all parties involved so that he may develop a specific plan of integration.

In conclusion the committee agreed that P.R.I.M.E. terminology must be clearly defined and there is a need to communicate to the college community the importance and uses of the data. While a clear plan to integrate P.R.I.M.E. with Strategic Planning is not complete, J. Cousineau is confident this objective can be met.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of November 30, 1990
As revised on January 11, 1991

IN ATTENDANCE:

—	G. Cartsonis
—	F. Charbonneau
<u>X</u>	J. Davis
<u>X</u>	D. Doidge
<u>X</u>	R. Grass
—	C. Miller
<u>X</u>	T. Scott
—	R. Thompson
<u>X</u>	J. Warner
<u>X</u>	M. Orłowski
<u>X</u>	R. VandenBrook

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Instructional PRIME Work- sheet Review	Each worksheet was reviewed and the following changes were suggested: Worksheet I A.1.a. Recommend delete Early Registration Unsuccessful Attempts Worksheet I A.2. Recommend delete "Restricted entry" and change to "Occupational Program." Determine if we want data on Occupational programs. Also, add a "d" for "unduplicated" headcount if necessary. Would like to have figures for A.2.b. "Number of applications to occupational programs" and A.3.a. & b. "Employment outlook" to be reported from SIS if possible.	Refer to Task Force. Refer to Task Force.
	Worksheet II.A. Quantitative Indicators of Cost Effectiveness by Campus – J. Warner suggests that figures by campus be added together for comparison information. The committee will ask the Task Force if they would agree with exploring this idea.	Refer to Task Force.
	Worksheet II A.2.b "state aid"; must add definition to the glossary.	

Worksheet III A. 1.a. **Change** Available to Active – (all courses that are on the active-course table listed here.) The committee wants to prevent displaying anything that could not be scheduled.

Worksheet III A.2. "Number of new courses added" - **change** to "Total number of courses".

Worksheet IV A.2. "Number of course sections taught by non full-time faculty" and A.5. a. & b. "Participation in specific professional development activities" – would like this information reported from HRS if possible. Also, **change** words "professional development" to "professional travel" in A.5. Refer to HRS Refer to Task Force.

Worksheet IV A.7. & 8 – **change** from self-reported to reported using HRS. Refer to M. Petrack.

Worksheet V A.1. Must determine whether current system is counting "W's" in Assessment of Student Goals, as they should not be counted. Also, task force should re-consider whether this information is useful. Would also like to recommend that discipline and college averages be available for all disciplines. Refer to Task Force. Ask J. Davis to review the terms and definition.

Worksheet V A.2. a. & b. Follow-up information – Set up procedure for getting this data from the Office of Institutional Research from the Graduate Follow-Up Surveys.

Worksheet V A.2.c. Percentage of guest students – report data from SIS.

Worksheet VI B "Discipline Support by Degree Category" **change** to "active courses" only. Would like all of Worksheet VI and VII to be reported from SIS. Committee would like only active courses printed so that cost centers with all "0's" don't appear.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of December 7, 1990
As revised on January 11, 1991

IN ATTENDANCE:

—	G. Cartsonis
—	F. Charbonneau
—	J. Davis
—	D. Doidge
X	R. Grass
—	C. Miller
X	T. Scott
—	R. Thompson
X	J. Warner
—	M. Orlovski
X	R. VandenBrook
—	A. McCord

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Instructional PRIME Work- sheets	<p>R. VandenBrook gave the following answers to questions raised at the last meeting of 11-30-90:</p> <p><u>Worksheet 3 A. 1.a.</u> – Can count students enrolled in a particular curriculum? F. Charbonneau suggested that this be printed with 3 A.2., (we are counting seats in this area – not people).</p> <p><u>Worksheet 3 A.2</u> – How do cost centers change? They are created by the registrar and director of budgeting.</p> <p><u>Worksheet 3 A.3.a., b., & c.</u> – Can we have answers generated by computer?</p> <p>3 A.3.a.: maximum enrollment in restricted entry program - no.</p> <p>3 A.3.b.: number of applications to restricted entry programs – yes, for certificate or degree codes.</p> <p>3 A.3.c.: – number of students admitted to restricted entry program – could get a “snap-shot” but wouldn’t count drop/adds out of discipline throughout fiscal year.</p> <p><u>Worksheet 3 A.3.a. & b.</u> – Can this information be accessed by OCC computer or uploaded onto PC? Not from our mainframe, possibly from outside agencies.</p>	<p>F. Charbonneau may know if SIS will access this information.</p> <p>A. McCord will check on college policy.</p>

Worksheet 5 A.1. – Do we include “w’s” in computation? No, as this is not computed in the GPA.

R. VandenBrook stated that changes have been made to correct “year” column headings on Worksheet pages 4 and 7. He and F. Charbonneau will look further into the question of “0’s” appearing in the 89-90 column for employee headcounts.

On-line update function for Student Services should be completed near end of January. Deans should be notified to hold Student Services Worksheets and input self-reporting data prior to returning to Office of Institutional Research.

Cost Code
Changes for
Student
Services and
Instructional

It was suggested that the deans forward a list of all cost centers having “0’s” to the Coordinating Committee – which will then be forwarded to the appropriate office for deletion.

J. Warner
will instruct
deans of
this process.

Student
Services
Instrument
Review

Worksheet 3 A.1. & 2. – See whether HRS will be able to generate this information. Also, when the Task Force meets will ask whether the following questions would be useful: How many FTE hours were scheduled for the year?

Worksheet 4 A.1.a.&b. – See if HRS can generate this information.

Discussion occurred regarding the decrease in numbers under Student goals 89-90. This seems contrary to headcount and should be checked further.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of December 14, 1990

IN ATTENDANCE:

- X G. Cartsonis
- X F. Charbonneau
- X J. Davis
- X D. Doidge
- X R. Grass
- C. Miller
- X T. Scott
- R. Thompson
- X J. Warner
- X M. Orłowski

- X R. VandenBrook

- X A. McCord

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION/RESPONSIBILITY</u>
1989-90 Decline in Student Enrollment— Instructional PRIME	There is a question as to how we can account for a decline in applications and enrollments for 1988-89? Is this due to a problem in the program - are we not counting all students or can this be a "bubble" due to the Promo Brochure that was distributed in Fall 1988? D. Doidge asked if we can incorporate unduplicated headcount for the vocational programs on Instructional worksheets.	Follow - up needed.
Student Services Indicators of Need	There are many people who now have worksheets and do not know how to answer them. The following areas must have Specific Indicators of Need prepared: Registration, Admissions, Records, and Student Activities. This will help avoid discrepancies between campuses.	Request assistance from J. Sloan to develop Student Activities Indicators of Needs.
Administra- tive Work- sheets	The committee reviewed the PRIME Administrative worksheets and advised the following changes: <u>Worksheet 1 A.1.b.</u> – Change to "Refund Check" 1A.1.c. – Change to "Invoicing" 1A.1.d. – Change to "Scholarship" 1A.1.e. – Change to "Financial Aid Disbursements" * Should be only one item per line. <u>Worksheet 1 C.1.b.</u> – Delete "Specialized accounts"	

Also, need definition on "County-wide mills".

Worksheet 2 A.1-3, – Check with C. Miller as to whether this information may be obtained from CUFS.

Worksheet 2 B.1 a.-c. – R. VandenBrook will check on how this is calculated.

Worksheet 2 B.2-3, – This might also be available from CUFS.

Upcoming	1-11-91	8 am -10 am	<u>Coordinating Committee</u>	CO conf. rm. A
Meetings	1-25-91	10 am -12 noon	<u>Coordinating Committee</u>	CO conf. rm. B
Dates	1-25-91	1 pm - 3 pm	<u>Instructional Task Force</u>	CO conf. rm. A
	2-01-91	8 am -10 am	<u>Coordinating Committee</u>	CO, Chanc. Conf.Rm.
	2-15-91	10 am -12 noon	<u>Coordinating Committee</u>	CO conf. rm. B
	3-15-91	10 am - 12 noon	<u>Coordinating Committee</u>	CO conf. rm. B
	3-15-91	1 pm - 3 pm	<u>Student Services Task Force</u>	CO conf. rm. A
	3-22-91	8 am - 10 am	<u>Coordinating Committee</u>	CO-conf. rm. B
	3-29-91	8 am - 10 am	<u>Coordinating Committee</u>	CO conf. rm. B
	4-05-91	8 am - 10 am	<u>Coordinating Committee</u>	CO conf. rm. B
	4-12-91	8 am - 10 am	<u>Coordinating Committee</u>	CO conf. rm. B
	4-19-91	10 am - 12 noon	<u>Administrative Task Force</u>	CO conf. rm. A

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of January 11, 1991

IN ATTENDANCE:

- G. Cartsonis
- F. Charbonneau
- J. Davis
- D. Doidge
- R. Grass
- C. Miller
- T. Scott
- R. Thompson
- J. Warner
- M. Orlowski

- R. VandenBrook

- A. McCord

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION/RESPONSIBILITY</u>
Approval of previous minutes	<p>The committee reviewed the meeting notes from the 11-30-90, 12-7-90, and 12-14-90 meetings.</p> <p>Regarding 1989-90 decline in applications, (see 12-14-90 notes), the committee determined that the 1988-89 decline of enrollment applications are insignificant as the variance is so slight.</p> <p>It was noted that students who leave OCC without graduating (leavers) are not currently being counted. M. Orlowski will survey these students in the future.</p> <p>R. VandenBrook will send a list of all PRIME cost centers currently used to the deans so that they may review and delete any that are no longer active.</p> <p>D. Doidge will meet with C. Miller to discuss the discrepancies that exist between the budget planning form numbers and PRIME figures.</p>	Suggested changes will be completed and sent to all committee members.

Planning
Agenda
for Instruction
Task Force
Meeting

The meeting notes from the previous three Coordinating Committee meetings will be used to build the agenda for the Task Force for review and discussion. Glossaries will also be available for reference.

Other Items

M. Orlowski suggested that a discussion is needed to determine the link between PRIME, Strategic Planning and the Budget process.

A meeting will be scheduled in February when J. Cousineau is on campus for his input.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of November 30, 1990

IN ATTENDANCE:

—	G. Cartsonis
—	F. Charbonneau
<u>X</u>	J. Davis
<u>X</u>	D. Doidge
<u>X</u>	R. Grass
—	C. Miller
<u>X</u>	T. Scott
—	R. Thompson
<u>X</u>	J. Warner
<u>X</u>	M. Orłowski
<u>X</u>	R. VandenBrook

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Instructional PRIME Work- sheet Review	Each worksheet was reviewed and the following changes were suggested: Worksheet I A.1.a. Recommend delete Early registration unsuccessful attempts - This doesn't seem valuable due to inaccurate data and the use of touch-tone registration. Worksheet I A.2. Recommend delete "Restricted entry" and change to "Occupational Program." Also, add a "d" for "unduplicated" headcount. Would like to have figures for A.2.b. "Number of applications to restricted programs" and A.3.a. & b. "Employment outlook" to be reported from SIS if possible. Worksheet II.A. Quantitive Indicators of Cost Effectiveness by Campus – J. Warner suggests that figures by campus be added for comparison information.	Refer to Task Force. Refer to Task Force.
	Worksheet II A.2.b "state aid" must add definition to glossary.	
	Worksheet III A. 1.a. Change Available to Active (keeping all courses ever offered listed here.)	
	Worksheet III A.2. "Number of new courses added" - change to "Total number of courses".	

Worksheet IV A.2. "Number of course sections taught by non full-time faculty" and A.5. a. & b. "Participation in specific professional development activities" – would like this information reported from HRS if possible. Also, **change** words "professional development" to "professional travel" in A.5. Refer to HRS Refer to Task Force.

Worksheet IV A.7. & 8 – **change** from self-reported to reported using HRS.

Worksheet V A.1. Must determine whether current system is counting "W's" in Assessment of Student Goals, as they should not be counted. Also, task force should re-consider whether this information is useful. Would also like to recommend that discipline and college averages be available for all disciplines. Refer to Task Force.

Worksheet V A.2. a. & b. Follow-up information – check on getting this data from Office of Institutional Research from Graduate Follow-Up Surveys.

Worksheet V A.2.c. Percentage of guest students – report data from SIS.

Worksheet VI B "Discipline Support by Degree Category" **change** to "active courses" only. Would like all of Worksheet VI and VII to be reported from SIS.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of December 7, 1990

IN ATTENDANCE:

— G. Cartsonis
— F. Charbonneau
— J. Davis
— D. Doidge
— R. Grass
— C. Miller
— T. Scott
— R. Thompson
— J. Warner
— M. Orłowski
— R. VandenBrook
— A. McCord

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Instructional PRIME Work- sheets	<p>R. VandenBrook gave the following answers to questions raised at the last meeting of 11-30-90:</p> <p><u>Worksheet 3 A. 1.a.</u> – Can count students enrolled in a particular curriculum? F. Charbonneau suggested that this be printed with 3 A.2., (we are counting seats in this area – not people).</p> <p><u>Worksheet 3 A.2</u> – How do cost centers change? They are created by the registrar and director of budgeting.</p> <p><u>Worksheet 3 A.3.a., b., & c.</u> – Can we have answers generated by computer?</p> <p>3 A.3.a.: maximum enrollment in restricted entry program - no.</p> <p>3 A.3.b.: number of applications to restricted entry programs – yes, for certificate or degree codes.</p> <p>3 A.3.c.: – number of students admitted to restricted entry program – could get a “snap-shot” but wouldn’t count drop/adds out of discipline throughout fiscal year.</p> <p><u>Worksheet 3 A.3.a. & b.</u> – Can this information be accessed by OCC computer or uploaded onto PC? Not from our mainframe, possibly from outside agencies but is recommended not be done as may be against college policy.</p>	<p>Ask M. Petrack if SIS will access this information.</p>

Worksheet 5 A.1. – Do we include “w’s” in computation? No, as this is not computed in the GPA.

R. VandenBrook stated that changes have been made to correct “year” column headings on Worksheet pages 4 and 7. He and F. Charbonneau will look further into the question of “0’s” appearing in the 89-90 column for employee headcounts.

On-line update function for Student Services should be completed near end of January. Deans should be notified to hold Student Services Worksheets and input self-reporting data prior to returning to Office of Institutional Research.

Cost Code
Changes for
Student
Services and
Instructional

It was suggested that the deans forward a list of all cost centers having “0’s” to the Coordinating Committee – which will then be forwarded to the appropriate office for deletion.

J. Warner
will instruct
deans of
this process.

Student
Services
Instrument
Review

Worksheet 3 A.1. & 2. – See whether HRS will be able to generate this information. Also, when the Task Force meets will ask whether the following questions would be useful: How many FTE hours were scheduled for the year?

Worksheet 4 A.1.a.&b. – See if HRS can generate this information.

Discussion occurred regarding the decrease in numbers under Student goals 89-90. This seems contrary to headcount and should be checked further.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of December 14, 1990

IN ATTENDANCE:

- X G. Cartsonis
- X F. Charbonneau
- X J. Davis
- X D. Doidge
- X R. Grass
- C. Miller
- X T. Scott
- R. Thompson
- X J. Warner
- X M. Orlowski

- X R. VandenBrook

- X A. McCord

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION/RESPONSIBILITY</u>
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1989-90 Decline in Student Enrollment— Instructional PRIME	There is a question as to how we can account for a decline in applications and enrollments for 1988-89? Is this due to a problem in the program - are we not counting all students or can this be a "bubble" due to the Promo Brochure that was distributed in Fall 1988?	Follow - up needed.
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D. Doidge asked if we can incorporate unduplicated headcount for the vocational programs on Instructional worksheets.

Student Services Indicators of Need	There are many people who now have worksheets and do not know how to answer them. The following areas must have Specific Indicators of Need prepared: Registration, Admissions, Records, and Student Activities. This will help avoid discrepancies between campuses.	Request assistance from J. Sloan to develop Student Activities Indicators of Needs.
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Administra- tive Work- sheets	The committee reviewed the PRIME Administrative worksheets and advised the following changes: <u>Worksheet 1 A.1.b.</u> – Change to "Refund Check" 1A.1.c. – Change to "Invoicing" 1A.1.d. – Change to "Scholarship" 1A.1.e. – Change to "Financial Aid Disbursements" * Should be only one item per line. <u>Worksheet 1 C.1.b.</u> – Delete "Specialized accounts"	
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Also, need definition on "County-wide mills".

Worksheet 2 A.1-3, – Check with C. Miller as to whether this information may be obtained from CUFS.

Worksheet 2 B.1 a.-c. – R. VandenBrook will check on how this is calculated.

Worksheet 2 B.2-3, – This might also be available from CUFS.

Upcoming	1-11-91	8-10 am	<u>Coordinating Committee</u>	CO conf. rm. A
Meetings	1-25-91	10-12 noon	<u>Coordinating Committee</u>	CO conf. rm. B
Dates	1-25-91	1- 3 pm	<u>Instructional Task Force</u>	CO conf. rm. A
	2-01-91	8 am -10 am	<u>Coordinating Committee</u>	CO conf. rm. A
	2-15-91	10 am -12 noon	<u>Coordinating Committee</u>	CO conf. rm. B
	3-15-91	10 am - 12 noon	<u>Coordinating Committee</u>	CO conf. rm. B
	3-15-91	1 pm - 3 pm	<u>Student Services Task Force</u>	CO conf. rm. A
	3-22-91	8 am - 10 am	<u>Coordinating Committee</u>	CO conf. rm. B
	3-29-91	8 am - 10 am	<u>Coordinating Committee</u>	CO conf. rm. B
	4-05-91	8 am - 10 am	<u>Coordinating Committee</u>	CO conf. rm. B
	4-12-91	8 am - 10 am	<u>Coordinating Committee</u>	CO conf. rm. B
	4-19-91	10 am - 12 noon	<u>Administrative Task Force</u>	CO conf. rm. A

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of November 16, 1990

IN ATTENDANCE:

- G. Cartsonis
- F. Charbonneau
- J. Davis
- D. Doidge
- R. Grass
- C. Miller
- T. Scott
- R. Thompson
- J. Warner
- M. Orlowski
- R. VandenBrook
- A. McCord

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Display/Input Screens Student Services	R. VandenBrook asked for suggestions on how to present worksheets on the display screens due to the length of one worksheet flowing onto two screens. A. McCord suggested that he create a menu driven display which would show the first page of the worksheet and then only the second part of the same worksheet would appear with no other possible entry available until each particular worksheet is complete.	R. VandenBrook will contact D. Doidge when he has a time estimate on setting up the program in this manner.
Legend Oversight Committee	As PRIME will draw data from CUFS, HRS, and SIS, the committee members must begin determining how to receive present information from these new systems, what new data will be available, and a timeframe for which specific data will be readily available from each system.	The committee will begin reviewing each worksheet to determine what information we need and what new data we may want.
Other	PRIME time line needs to be reviewed as it pertains to the OCC strategic planning cycle. A check list is needed for the campus contact people. CO is in need of a person to input self reporting data.	These items will be the next reviewed/ discussed during the upcoming meetings.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of October 26, 1990

IN ATTENDANCE:

G. Cartsonis
 F. Charbonneau
 J. Davis
 D. Doidge
 R. Grass
 C. Miller
 T. Scott
 R. Thompson
 J. Warner
 M. Orlowski

 R. VandenBrook

 A. McCord

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Instructional PRIME Work- sheet problems	A. McCord reassured the Coordinating Committee that the computer center difficulties have been corrected with appropriate procedures now in place. He suggested that a clearly defined set of procedures be developed for ITS to follow during the running of worksheets with a Coordinating Committee member randomly checking worksheets prior to distribution. He also suggested a check list and verification process be developed for distribution with the worksheets to each campus.	D. Doidge will speak with campus Presidents who have yet to choose a PRIME Campus person. D. Doidge will also schedule a meeting for Student Services and Instructional Task Forces, possibly asking them to train people who must complete worksheets.
Strategic Planning Link for PRIME	PRIME's objectives are comparisons and reflections; an early warning system basis for strategies for the upcoming fiscal year. Chancellor's Council is presently configuring a time line to coordinate PRIME/Strategic Planning/Budgeting.	None
College-wide Report of PRIME data	M. Orlowski handed out graphs depicting responses from deans and faculty from Instructional 1989. He also mentioned that Graduate Follow-up Survey (GFS) information should be integrated into Student Services and Instructional PRIME.	M. Orlowski will break down information by campus and distribute to deans. Further discussion on GFS information should take place.

**Self-Reporting
Input Screens
for Student
Services**

R. VandenBrook brought sample copies of Student Services input screen worksheets. He said that it is possible to overlay alternate questions in the database if want different questions shown. Committee needs to look at update screen A, indicators of cost effectiveness by campus.

R. Grass will work with R. VandenBrook to help complete input screen development.

Future worksheets will be printed on hole punched laser printer.

Other

M. Orłowski suggested that the committee should begin a review of all worksheets to determine if any additional information is needed, prior to Spring 1991 when SIS is implemented.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of October 12, 1990

IN ATTENDANCE:

- X G. Cartsonis
 - X F. Charbonneau
 - X J. Davis
 - X D. Doidge
 - X R. Grass
 - X C. Miller
 - X T. Scott
 - R. Thompson
 - X J. Warner
 - X M. Orlowski
 - X R. VandenBrook
-

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION/RESPONSIBILITY</u>
Meeting Date	October 26 will be the next scheduled Coordinating Committee meeting date.	None
Instructional PRIME self-reported data	The self-reported data input during Aug. 1990 did not appear on the Instructional Worksheets. D. Doidge will inform the Presidents and Deans to discard previous Instructional worksheets.	ITS will re-run Instructional worksheets and determine why this happened.
Student Services Worksheets	The committee determined that the following cost codes should be deleted from the Central Office Student Services worksheets: 538, 601, 640, 650, 670, 690, 695, 698, 699.	ITS will delete from all future runs.
Time line for Running PRIME	ITS will automatically run all three phases of PRIME each year by August 15. They will be distributed in the following order: Administrative, Student Services and Instructional.	F. Charbonneau will check to see whether this schedule will work for ITS.

OCC Flow /
Logic

J. Warner suggested that we should consider reporting PRIME information back biannually. The integration of PRIME/Strategic Planning, Environmental Scanning and the budgeting process should be considered. Possible representatives are: D. Doidge, M. Orlowski, R. Thompson, A. Jarson, R. Saunders, J. Davis, F. Charbonneau, C. Miller and J. Warner.

D. Doidge and
M. Orlowski will
discuss this.

PRIME
Administrator
on each
Campus

D. Doidge asked all presidents to designate a PRIME administrator for each campus. C. Gram has designated B. Rose, and D. Jaksen chose S. Goddard. J. Davis and R. Saunders have yet to designate someone. During early 1991 the Coordinating Committee will discuss process reviews with these administrators.

None

Instructional
1989

M. Orlowski will have a printout prepared for the Coordinating Committee on Instructional PRIME data from last year for next meeting.

M. Orlowski
will present.

On-Line
Screens for
Student
Services and
Administrative
PRIME

ITS will continue working toward on-line screens for Student Services and Administrative PRIME.

R. Vanden-
Brook will
work on this.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of June 13, 1990

IN ATTENDANCE:

- X G. Cartsonis
- X F. Charbonneau
- X J. Davis
- G. DeSmidt
- X D. Doidge
- X R. Grass
- X C. Kurzer
- C. Miller
- T. Scott
- R. Thompson
- X J. Warner
- X M. Orlowski
- X R. Vanden Brook
- X D. Williams

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Review of Deans Instructional Process Forms	C. Kurzer pointed out the need to retain previous years comments and counting methods to understand changes made.	
	J. Davis stated that he'd like ITS to make three copies of the fall Instructional, Student Services and Administrative runs.	ITS will run all in triplicate.
	J. Warner will create a 537 cost code for HL.	
Sample Print-Out of Administrative Run	Changes to be made: Two inches of blank spaces between lines for room to fill information in. Worksheet 2, third page is lacking last two digits, this should be corrected by ITS. Check all figures, as some were not correct. F. Charbonneau will change 2a3 to: work study/student. Need a category for graduation applications on Worksheet 5, B (possibly add a C). Also, need to total B.1-4. Correct spelling of "Resource" and Individualized" Centers on AH run.	F. Charbonneau will keep D. Doidge informed as to the progress of the Administrative run. Anticipated completion time is 1-2 weeks. ITS will make these corrections.

**Administrative
Cost Centers**

F. Charbonneau said that some of the information should have been heading information rather than data information.

F. Charbonneau will correct this.

**Review Student
Services Pilot
Responses**

F. Charbonneau should be aware of the changes that K. Burdette made to the full time/non-full time student count. R. Grass will contact K. Burdette to inform her these figures are driven by the information currently in the files.

Ask C. Miller to look into this mis-information.

Student Services worksheet 5b page 9;
HL counseling need to do totals for numbers of program completers.

M. Orlowski said that he would like to do some categorical information from the Content Review forms. He also would like a comprehensive list of all the cost centers as it is run for all three programs, (Student Services, Instructional, and Administrative).

F. Charbonneau will look into the possibility of developing a program in the fall to supply M. Orlowski with cost center information.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of June 1, 1990

IN ATTENDANCE:

—	G. Cartsonis
<u>X</u>	F. Charbonneau
<u>X</u>	J. Davis
—	G. DeSmidt
<u>X</u>	D. Doidge
<u>X</u>	R. Grass
—	C. Kurzer
<u>X</u>	C. Miller
<u>X</u>	T. Scott
—	R. Thompson
<u>X</u>	J. Warner

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Student Services Instrument Corrections	R. Grass said that Worksheet 5 does not generate enough accurate information. Must determine exactly what information would be most useful. Although this cannot be changed by the Fall run, it will be useful at a later date.	This will be an agenda item for the June 15 Student Services meeting.
Glossary Corrections	On Financial Aid Glossary item A2 change to: people seen, talked with, or corresponded with. This will reflect correspondence received via letters. Also, add special needs to Worksheet 6. Add FTE student to Student Services June 15 agenda to determine whether to add number of people or headcount by hours worked. C. Miller and F. Charbonneau will distinguish how to determine the number of part time counselors.	F. Charbonneau will run a copy of Student Services pilot - Financial Aid and IIC by June 15 for review.
Full Screen Update	F. Charbonneau will assume responsibility for training deans/secretaries for full screen input over the summer.	D. Doidge will notify campus presidents and deans that they should identify who will input this data.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of June 13, 1990

IN ATTENDANCE:

G. Cartsonis
 F. Charbonneau
 J. Davis
 G. DeSmidt
 D. Doidge
 R. Grass
 C. Kurzer
 C. Miller
 T. Scott
 R. Thompson
 J. Warner
 M. Orlowski

 R. Vanden Brook

 D. Williams

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Review of Deans Instructional Process Forms	<p>C. Kurzer pointed out the need to retain previous years comments and counting methods to understand changes made.</p> <p>J. Davis stated that he'd like ITS to make three copies of the fall Instructional, Student Services and Administrative runs.</p> <p>J. Warner will create a 537 cost code for HL.</p>	<p>ITS will run all in triplicate.</p>
Sample Print-Out of Administrative Run	<p>Changes to be made: Two inches of blank spaces between lines for room to fill information in. Worksheet 2, third page is lacking last two digits, this should be corrected by ITS. Check all figures, as some were not correct. F. Charbonneau will change 2a3 to: work study/student. Need a category for graduation applications on Worksheet 5, B (possibly add a C). Also, need to total B.1-4. Correct spelling of "Resource" and Individualized" Centers on AH run.</p>	<p>F. Charbonneau will keep D. Doidge informed as to the progress of the Administrative run. Anticipated completion time is 1-2 weeks. ITS will make these corrections.</p>

**Administrative
Cost Centers**

F. Charbonneau said that some of the information should have been heading information rather than data information.

F. Charbonneau will correct this.

**Review Student
Services Pilot
Responses**

F. Charbonneau should be aware of the changes that K. Burdette made to the full time/non-full time student count. R. Grass will contact K. Burdette to inform her these figures are driven by the information currently in the files.

Ask C. Miller to look into this mis-information.

Student Services worksheet 5b page 9;
HL counseling need to do totals for numbers of program completers.

M. Orlowski said that he would like to do some categorical information from the Content Review forms. He also would like a comprehensive list of all the cost centers as it is run for all three programs, (Student Services, Instructional, and Administrative).

F. Charbonneau will look into the possibility of developing a program in the fall to supply M. Orlowski with cost center information.

P.R.I.M.E. COORDINATING COMMITTEE

Meeting of June 1, 1990

IN ATTENDANCE:

G. Cartsonis
 F. Charbonneau
 J. Davis
 G. DeSmidt
 D. Doidge
 R. Grass
 C. Kurzer
 C. Miller
 T. Scott
 R. Thompson
 J. Warner

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Student Services Instrument Corrections	R. Grass said that Worksheet 5 does not generate enough accurate information. Must determine exactly what information would be most useful. Although this cannot be changed by the Fall run, it will be useful at a later date.	This will be an agenda item for the June 15 Student Services meeting.
Glossary Corrections	On Financial Aid Glossary item A2 change to: people seen, talked with, or corresponded with. This will reflect correspondence received via letters. Also, add special needs to Worksheet 6. Add FTE student to Student Services June 15 agenda to determine whether to add number of people or headcount by hours worked. C. Miller and F. Charbonneau will distinguish how to determine the number of part time counselors.	F. Charbonneau will run a copy of Student Services pilot - Financial Aid and IIC by June 15 for review.
Full Screen Update	F. Charbonneau will assume responsibility for training deans/secretaries for full screen input over the summer.	D. Doidge will notify campus presidents and deans that they should identify who will input this data.

Administrative
Pilot

The Worksheets were reviewed. Cost Centers will drive this information per campus.

D. Doidge, R. Grass and T. Scott will meet July 8 to prepare letters and forms for the Administrative pilot.

Summer
Meetings

It was decided to schedule tentative Coordinating Committee meetings for July 13 and August 10 to be used if necessary.

Time Line
Changes

The following changes are to be made to the time line: August 15 - ITS run worksheets for full review of Instruction and Student Services. September - Dean's office receives P.R.I.M.E. documents and distributes materials to appropriate faculty/staff. October - review continues. November - all worksheets completed, process forms sent to Committee.

SIS
Representa-
tion

J. Warner will represent P.R.I.M.E. on SIS team.

D. Doidge will contact A. McCord & C. Kurzer about this.

P.R.I.M.E. COORDINATING COMMITTEE
Meeting of April 27, 1990

IN ATTENDANCE:

 X G. Cartsonis
 X F. Charbonneau
 J. Davis
 X G. DeSmidt
 D. Doidge
 X R. Grass
 X C. Kurzer
 X C. Miller
 X T. Scott
 R. Thompson
 X J. Warner
Others Present
M. Orlowski

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Instructional Content Review Forms	<p>M. Orlowski reported on current status of content review forms and cost centers. Discussion followed as to how to identify and correct cost centers due to the large number of missing cost centers. M. Orlowski has conducted a preliminary summary analysis of the cost centers received and some of the findings were:</p> <p style="padding-left: 40px;">Deans - largest category was for further analysis, study and scheduling. Faculty - recommended more equipment and staffing.</p> <p>Also, M. Orlowski asked for input on specific instructions as to exactly what is needed in the final report of the content review forms.</p>	<p>President and Deans should help him to identify correct cost centers.</p> <p>Coordinating Committee Members should be prepared to discuss this at the May 11 meeting.</p>
ITS Self-Reported Data	<p>F. Charbonneau reported on the progress in designing the input system for self-reporting data. The design calls for display of one year at a time, with the ability to go back four years.</p> <p>G. Desmidt requested clarification of how to arrive at the correct head count for student employees and student interns.</p>	<p>Must determine who will do the input of this data.</p>

General
Discussion

It was decided to extend the time for the May 11, 1990 meeting until 11:00 a.m. There is a need to review Administrative P.R.I.M.E. Also, must clean up cost center for a full run of Student Services. D. Doidge will clarify the time line of the North Central visit and its impact on the P.R.I.M.E. process. D. Doidge will send a reminder to Student Services Committee members regarding the May 18 meeting.

P.R.I.M.E. COORDINATING COMMITTEE
Meeting of March 23, 1990

IN ATTENDANCE:

G. Cartsonis
 F. Charbonneau
 J. Davis
 G. DeSmidt
 D. Doidge
 R. Grass
 C. Kurzer
 C. Miller
 T. Scott
 R. Thompson
 J. Warner
Others Present
 M. Orlovski

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
ITS Status	F. Charbonneau stated that if there are no changes made on the forms after the pilot, ITS could run both Student Services and Instructional at the same time in October.	F. Charbonneau will bring a run of this to the April 6 PRIME Coordinating Committee meeting to reviewed on this date.
The Next Steps	<p>Regarding Al McCord's previous memo, the time line he made for running PRIME with AMS is changing. Need to set priorities on implementing the rest of PRIME. The batch mode is done in August for only one year.</p> <p>The first priority for ITS is to run Instructional in the fall, reporting back information for last year's run. The Coordinating Committee should also report to faculty what Administrative and Student Services are doing. Would like to send out information to college community before the winter term ends to let all know how PRIME is actually progressing.</p> <p>Priorities discussed: Collect Instruction on self reporting by fall July 1991 - finish up process for Administrative and Student Services Batch will happen this first year</p>	<p>D. Doidge will invite A. McCord to April 6 PRIME Coordinating Committee meeting to discuss a new time line for use with AMS.</p> <p>F. Charbonneau will speak with others in ITS regarding a time line for instructional self reporting.</p> <p>D. Doidge will check with J. Davis to see what the response has been to full screen input.</p>

Review
Letters &
Forms for
Student
Services
pilot

Discussed the need to revise copies of
Deans letters, transmittal authority,
faculty letter, process forms, and content
forms to review for Student Services
pilot.

Preparing
for the
full run

The idea of a new guidebook for Student
Services was discussed.

Make a new
glossary
handbook &
guidebook.
Also, will use
color paper for
process forms.

The retreat for Administrators in August
was suggested as a good time to discuss
running Instructional again. Presidents
and Academic Deans will be in attendance.

D. Doidge will
speak with R.
Thompson to have
this idea placed
on the agenda for
this retreat.

P.R.I.M.E. COORDINATING COMMITTEE
Meeting of March 9, 1990

IN ATTENDANCE:

X G. Cartsonis
X F. Charbonneau
X J. Davis
X G. DeSmidt
X D. Doidge
X R. Grass
X C. Kurzer
 C. Miller
X T. Scott
 D. Thompson
 J. Warner
Others Present
 M. Orłowski
 D. Williams

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Student Services ITS Status	G. DeSmidt stated that the specs for all data collection programs for the student services pilot have been completed. Remaining are specs for the print program, and actual programming. April 1 is still the expected completion date.	G. DeSmidt will keep us informed.
Student Services Task Force Meeting	R. Grass reviewed the agenda for the student services task force meeting on 3/16. Each student service pilot cost center will receive a pilot instrument. We will review that instrument, describe needs, glossary items, and give them a time-line.	J. Davis will make out a new time-line.
Review Process for Student Services	R. Grass stated that the following are issues we need to deal with: <ol style="list-style-type: none"> 1. Confirm cost centers <ul style="list-style-type: none"> 613 - counseling 650 - financial aid 640 - health services 630 - IIC 642 - placement 530 - LRC 2. Need to clear the questions of IIC, how and to whom we'll get information. <ul style="list-style-type: none"> - will invite IIC faculty to the task force meeting - will pilot as many as possible, with HL as the leader 	

3. Understand how to collect individual data.
 - Have a choice of using the window method or using a full year. If using a window there must be one window per cost center for all campuses.
4. Need guidelines for the student services pilot.

IIC Pilot
(Student
Services)

R. Grass verified with K. Burdette and V. Starr that HL has enough information to begin this. All IIC's developed the categories but not all campuses have compiled the data. The window we're collecting is for the last year. If we elect to pilot all IIC's, K. Burdette should lead.

D. Doidge will invite all other IIC people to March 16 Student Services meeting.

J. Davis will brief Deans on the task force meeting.

CCD Table
Update

M. Petrack is collecting information from campus presidents.

D. Doidge will keep us informed.

Process
Review Form
Modification

M. Orlowski will review content forms for coding so that he may place in a database. He has several ideas for improvement. M. Orlowski stated that some Deans were confused between "content" and "process" forms. Some suggestions were to make the instructions clearer, color code forms, and add cost center to forms. Some cost centers codes are different at each campus which causes confusion.

M. Orlowski will submit a cost center in existence and show what has been completed. Also, M. Orlowski will submit a preliminary report of what he's found at the next meeting.

ITS Informa-
tion

D. Williams reminded the committee of several points. CUFS will make many changes for cost center account numbers. Since P.R.I.M.E. was set up on the ACS system, some problems may be anticipated. Also, regarding Worksheet 4 1A, the number of staff assigned may be inaccurate if more than one person filled a position in one year. Using active/inactive status will be considered to control this.

J. Davis will work with payroll on the status.

F. Charbonneau suggested that we place instructions to deans to put accurate data in (handwritten), so that we have more accurate data.

D. Doidge will inform deans that the worksheet forms go to M. Orlowski.

Questions arose regarding Worksheet 5.
Glossary definitions were defined. F.
Charbonneau noted that for A 2a, students
who apply for summer, but enroll for fall
would not be counted.

Need to change
wording
"reapplication"
to "readmission"
in A 1b.