

## MEMORANDUM

To: ST Data Reporters  
CC: HEI Liaisons  
Date: January 30, 2004  
From: Stephanie McCann, Assistant Director, HEI  
David Smith, Analyst, Faculty & Facilities Data Area  
**RE: ST File: Technology in Instructional Delivery Field (can report 100% UK)**

We have recently reviewed the need for the Technology in Instructional Delivery field in the [Course Sections Taught \(ST\) file](#). This field was originally adopted in HEI to help us understand the use of technology in course sections. We have found this field to be very difficult for campus data reporters to report.

As you may be aware, campuses participating in the Ohio Learning Network are now reporting to HEI information on distance learning courses. These [OLN data files](#) are providing additional data regarding technology in the classroom. While we understand that the OLN files do not address all classroom activity (as the ST file does), we believe that the OLN files provide us with data that will meet a part of our current needs for understanding the use of technology at Ohio's public higher education institutions.

Given the OLN data collection and the uneven reporting of the Technology in Instructional Delivery field in the ST file, we believe it best to no longer require the data necessary for the Technology in Instructional Delivery field in the ST file.

In discussion with the HEI Advisory Committee, we heard that campus data reporters might find it a technical burden to eliminate the in Instructional Delivery field from the ST file due to the programming changes that this would require. It was suggested that campus reporters might find it easier to report the technology in instructional delivery field as UK (unknown) for all records in the file. The field could then be eliminated at a future date when other changes are needed in the ST file.

Thus, effective immediately (or whenever you find it convenient to implement at your institution), you can begin reporting UK in the Technology in Instructional Delivery field for all records in the ST file. You are welcomed to continue reported these data if that is easier than changing the code to UK.

This change will be reflected in the data submissions document for the ST file shortly.

At a future date, when you have at least 6 months notice and when other changes are required in the ST file, we will eliminate this field completely from the file.