

Facilities Data Area Discussion Notes: 5.1

Presenter: Michael Long, Facilities & Faculty Analyst

Michael Long reviewed the agenda he planned to discuss and asked for additional topics and concerns. The agenda was based on trends in reporting and areas in which data reporters had problems.

Facilities Warnings

Long developed a handout that described each facility file warning and its possible implication in terms of accuracy and usefulness in analysis.

The Delete Switch and Update Feature

A few applicants questioned how and when to use the delete switch and update feature. Long explained that the delete switch was only to be used if the file had already been loaded. The update feature could only be used for the Physical Structure (PS), Area Inventory (AI), and the Course Sections Scheduled (CS) files. The update feature allows the data reporter to make changes in one file without having to make changes in the other files, since these files (PS, AI, CS) contain some of the same data, and are dependent on each other.

The Facilities Utilization Report

Many participants expressed concern on how to replicate the figures compiled in the facilities utilization report, which was distributed to all campuses earlier in the year. Long walked the participants through the process, using the new facilities utilization query. One participant asked if they could include offices in the criteria for the utilization report. Long noted that although classes occurred in those rooms, there was not enough activity there to increase utilization, and may in fact, lower utilization.

Facilities Identifier Change (IC) file

Long explained an important file that was implemented for instances where a building changes physical structure identifiers and/or addition identifiers. The IC file allows Regent's staff to maintain a link to the old building number, thereby identifying the two different physical structure and/or addition identifiers as the same building.

Areas of Concern

Long brought up a trend that was noticed in the reporting of facilities files. Many campuses were changing systems and had a difficult time converting the previous year's data to the new system. This difficulty caused delays in reporting and forced many campuses to request extensions. One participant noted that their branch campus records were not as kept as well as those at the main campus.

Another participant stated that their data were collected by other departments and those departments could not always supply their data in a timely manner.

One participant asked if the window could be opened sooner or if they could be notified earlier of the opening of the edit window. Long noted that the window could not be opened sooner, but an earlier notice of the opening of the edit windows could be done.