A data governance focus re: instructional activity was undertaken in fall 2015 by OIRAE and the BICC in preparation for the BI Instructional Activity Data Mart project. Data definition decisions were needed for the data mart project to progress.

The Instructional Activity Data Mart will provide a vetted, trusted data source to inform decision making for teaching activity reporting, accreditation reporting, resource allocation reporting. For example, it will be flexible enough to answer questions around student credit hours, student enrollment and degrees conferred, along with instructor information and attributes required to understand patterns of instructional activity. Note: the scope is defined as ‘instructional activity’ as opposed to ‘cost of instruction’ which would require a broader set of data such as finance, space, research activity.

Based upon input at several campus-wide meetings, which included numerous academic and administrative participants, the project team and subject matter experts (SMEs) are continuing the review of data sources (SAP, Banner, and Unitime), requirements, and technical specs. Design, testing and implementation will occur with oversight from the executive sponsors: Brent Drake (chief data officer), Tom Berndt (senior associate dean, College of Health and Human Services), and Aaron Walz (director, Business Intelligence Competency Center).

A basic diagram (see end of document) was created during the campus-wide meeting to illustrate the types of data which will be available when this data mart is completed. The following topics and key decisions were discussed in the campus-wide group meetings.

**Topic #1  Cross-listed Courses**

Several ways for splitting student credit hours in cross-listed courses were considered. The decision is to split them based upon actual enrollment in each course.

**Topic #2  Course Offering and Paying Departments**

1. For the department that pays the instructor, will use the cost center distribution based on the ‘Functional Area’ field in SAP. The value of ‘Instruction and Departmental Research’ will be used. This SAP field currently is used for IPEDS federal reporting as well as Purdue’s external Financial Report.
2. The course offering department in the Unitime/Banner system will be used.
3. The department paying for the course is not currently captured. Further governance discussions would be needed re: process and policy if this data is to be included.
Topic #3 Instructional Team

‘Instructional team’ was defined by the following three roles:

1. Delivers the material, in front of the class (in person, online).
2. Responsible for evaluating student performance, grade assignment
3. Primary contact (emergency system, financial aid, grade entry, course evaluation)

The instructional activity student credit hours measure will be divided (in a normalized way) among the instructional team members based on the assigned percent responsibility.

In addition, a new measure pertaining to instructor credit hours needs to be implemented. An instructor credit hour is specific to the instructor’s teaching activity for a course based on the percent responsibility.

Data caution: this measure is not normalized to sum to the total student credit hours for the course so the number of instructor credit hours could be greater than the number of student credit hours.

For example, 10 students in a 3-credit course is 30 student credit hours split by percent responsibility. However, it could be 60 instructor credit hours if there are two instructors who each have 100% responsibility for the course.

Implementation will be determined by the core project team. To ensure data integrity, accuracy, standard and consistent data entry practices, a guidelines document will need to be designed and communicated from the Office of the Provost.

Key Points for the Implementation of the Data Mart

- A set of key instructional activity data questions will be developed to test that the model includes necessary data. This would include the ability to meet HLC requirements of ‘qualified instructor’ as well as internal reporting needs (current and future expected needs).
- Timing / Policy / Education
  - System changes may be needed to Unitime/Banner to capture necessary data
  - Timing of capturing the various data sources. The Banner course and instructor data can be captured at the end of the term or CENSUS snapshot date. HR data source capture should occur mid-semester at the optimal time of when functional area and cost center distributions are stable and accurate.
  - Data training and auditing is essential and pertinent to proper usage of the Instructional Activity Data Mart. Further discussion is needed to determine ongoing ownership of the data training component.
Diagram created during the campus-wide group meetings

To illustrate the types of questions that the Instructional Activity data mart can be used to answer