GCIS SUS Committee Meeting
Meeting minutesMeeting minutes

Location: Zoom
Date: 5/24/2021
Attendees: Mike Nazareth, Rebecca Augustyniak, Blair Monroe, Reggie Ellis, Jerome Fitts, Angela Peterson, Brian Hodge, Chris Saxby, Shannon Acosta, Dulce Beltran, Albert Hoyt III, Andrew Konapelsky, Brian Barton, Amy Finley, Burcin Bozkaya, Brian Boyd, Judy Travis, Megan Kuehner, Chad Learch, Catherine Mund, Alissa Webb, Sabrina Capps, Brittany Boyer,
Time: N/A

Basic Discussion

I. FERPA Compliance and the General Counsels Review.

I'm not convinced it would stand up to federal scrutiny – It's a concern I've always had with this system. A general standard concern – Chad UNF

I want to recommend that each individual general counsel should review it. What if my general counsel says no? It was a state requirement, and right now we are choosing to do it. - Dulce

Coming from other states, when there was required data for the state, that was a FERPA exception, and we know that we have to do that when we are engaging in this additional partnership then it brings in a need with both FERPA and also GDPR the requirements to get the students permission in advance. – Catherine

There is probably concern about what is being shared because when I first downloaded the file, it was pretty extensive and honestly it was kind of scary. -Burcin

II. Data Fields

Collecting student ID allows us to match the records and we are able to see that the person being imported is the same. It just needs to be consistent across imports. -Blair

The CIP code is used for the student's declared major, when imported/exported it is a searchable value that is the value

that we use to determine the degree program and major of the student.

Currently the system officially supports M & F for gender lookup though there have been some instances N & U have been included, but the search engine hasn't over the years have been modified to include supporting searching for alternate values.

There are old CIP codes in the system which are from 2010 and probably some are not used by Universities currently. There is now 2020 CIP codes which still needs to be updated.

III. Contacting students via text permissions vary at some Universities. It is a federal requirement to ask students for permission to receive texts.

IV. Does Race/Ethnicity/Gender need to be used to market students?

Burcin- Representation is computer and data science is usually low in minorities and this information can be used in this way to gather students.

Mike- Students who are NSF grant recipients may require this documentation because it is usually targeted to students with specific backgrounds such as race and ethnicity.

Contacting by email may cause problems in receiving responses from students due to the fact that they are already "spammed" by emails from the University.

V. Graduate Recruiting

Send only two messages via email so there aren't too many emails being sent. One email to send the form and another message as a reminder. Then we only communicate with the ones that fill out the form. Data should also be purged. -Mike

Data should be housed by a few select individuals. – The less hands that have access to this information, the better.

VI. Payment

The cost for the rebuild for year one would be $25,784. And then after its first year the ongoing cost for maintence and support is $10,202 a year. That includes the 26% indirect. That could reduce it if handled correctly. -Rebecca

Pitch to provost, along with the specific request in dollars. -Mike

Action Items	Owner(s)	Deadline	Status
Recommends each individual in the General Counsel should review FERPA Complince. Will ask University first.	Dulce Beltran	N/A	In Progress
Ask the AACRO because there may be other states that do this, then if they do then we may have precedents.	Catherine Mund	N/A	N/A
Limit the data GCIS collects on students so data files aren't as extensive.	Burcin Bozkaya	N/A	N/A
2010 CIP codes to be updated to new codes when rebuild is done unless there is a significant gap in years it will be done sooner.	Blair Monroe	N/A	N/A
Any contact we want to receive from students we should require an opt-in/opt-out option. Or calling by phone, email, or text messaging should be all opt-in/opt-out options	Burcin Bozkaya	N/A	N/A
Reduce the amount of emails that are solicited towards students	N/A	N/A	N/A
Send only 2 Emails to Prospects of the GCIS committee	Mike Nazareth.	N/A	N/A
Wait to ask provost to fund	Catherine Mund.	N/A	N/A