

# **FileMaker Pro Database Specifications**

**Prepared by:**

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College of Education

**For:**

Prospective Consultant  
and  
College FileMaker Committee

## ***Introduction***

Currently, the College of Education (CED) has multiple FileMaker Pro 6 databases, with no centralization. Each system runs independently of each other with a great deal of overlapping information.

The goal of this project is to upgrade the systems into one FileMaker Pro 8 system that has common student information but can branch out for each areas data needs. This system needs to takes advantage of the latest security built into the product and be compliant with the CSULB security program.

The system will be housed on a central Windows (2k or 2k3) server running FMP 7 (8 when released) Advanced Server. There is a web component to the system that will be created with within the CED using a ColdFusion server.

## ***Offices Involved***

1. SERVE Program
2. Liberal Studies
3. Elementary Education & Special Education Admissions & Advising Center (EESE)
4. Field Programs Office
5. Single Subject Credential Program
6. Graduate Studies and Research
7. Credential Center
8. Office of Development
9. Office of the Dean
10. EdPAC
11. Educational Career Services

## ***Possible Office Involvement***

1. Social Work
2. School Nurse
3. CRS (Clinical Rehabilitation Specialist)

## ***Dictionary of Terms***

**A & S** – Admissions & Standards

**CC** – Credential Center

**CED** – College of Education

**ECS** – Educational Career Services

**EdPAC** – Educational Psychology, Administration, and Counseling

**EESE** – Elementary Education & Special Education Admissions and Advising Center  
**ESCP** – Educational Specialist Credential Program  
**FPO** – Field Programs Office  
**L/ST** – Liberal Studies  
**MSCP** – Multiple Subject Credential Program  
**NCATE** – National Council for Accreditation of Teacher Education  
**SID** – Student ID (CSULB Assigned)  
**SSCP** – Single Subject Credential Program  
**SSN** – Social Security Number

### ***Required Security***

This system needs to take in account CSULB Information Security requirements. ([http://daf.csulb.edu/offices/vp/information\\_security/](http://daf.csulb.edu/offices/vp/information_security/)).

The CED will need to take appropriate measures to ensure system confidentiality. This will include measures described in the Confidential Information Security program as well as built in measures within the FileMaker Pro system. In addition, the CED will need to discuss the need for CSULB clearance to secured information as well as the need for a Security Agreement.

### **Additional Information**

#### **CSULB Confidential Information Security Program**

[http://daf.csulb.edu/offices/vp/information\\_security/cis\\_program.html](http://daf.csulb.edu/offices/vp/information_security/cis_program.html)

This page describes the Confidential Information Security Program, who is responsible, rules, etc.

#### **Security Breach Procedures and Protocols**

[http://daf.csulb.edu/offices/vp/information\\_security/bulletins/ISB\\_2005-04.html](http://daf.csulb.edu/offices/vp/information_security/bulletins/ISB_2005-04.html)

This page explains the combination of information needed for an individual to be required to report a security breach.

#### **Use of Social Security Numbers**

[http://daf.csulb.edu/offices/vp/information\\_security/bulletins/ISB\\_2005-03.html](http://daf.csulb.edu/offices/vp/information_security/bulletins/ISB_2005-03.html)

This page explains how Social Security numbers can and cannot be used. In the CED, SSN is required for two functions, first CA State Teacher Credentialing and second Scholarship selection and distribution.

## ***Web Integration***

The CED will handle web integration with limited support from outside consultants. Support could include:

- Proper setup of db to allow ODBC / JDBC connectivity for Web Server.
- Verify server setup to allow ODBC / JDBC connectivity.
- Proper setup of db security to allow for SQL queries. Insert, Update, and Delete records will be the primary SQL statements allowed. The ColdFusion server can be setup to disallow any other type of statement.

### **Existing FMP Driven Sites**

- SERVE Program
- EESE Interview Signups

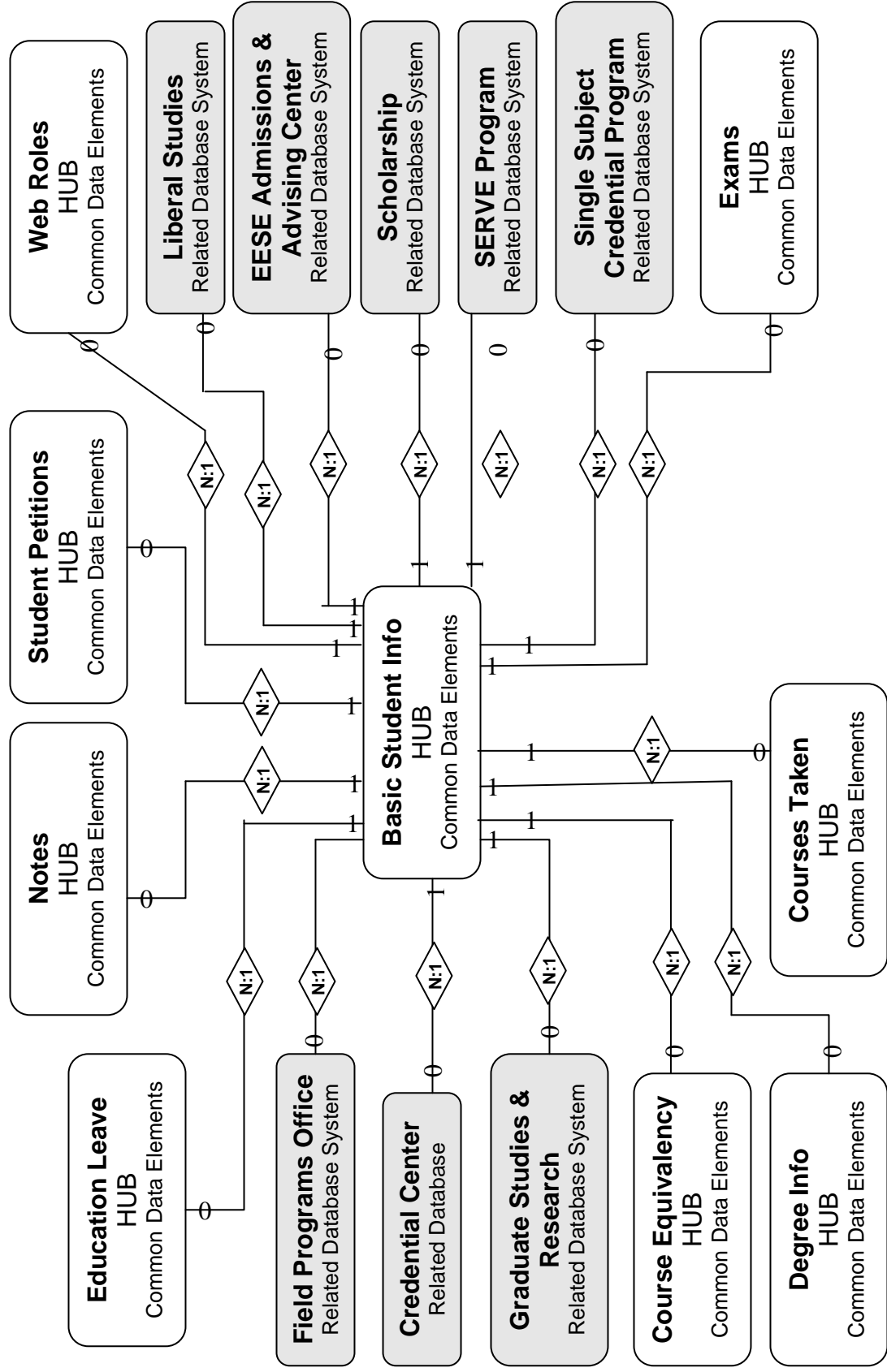
**For more information about the ColdFusion systems ...**

### **ColdFusion Server Administrator**

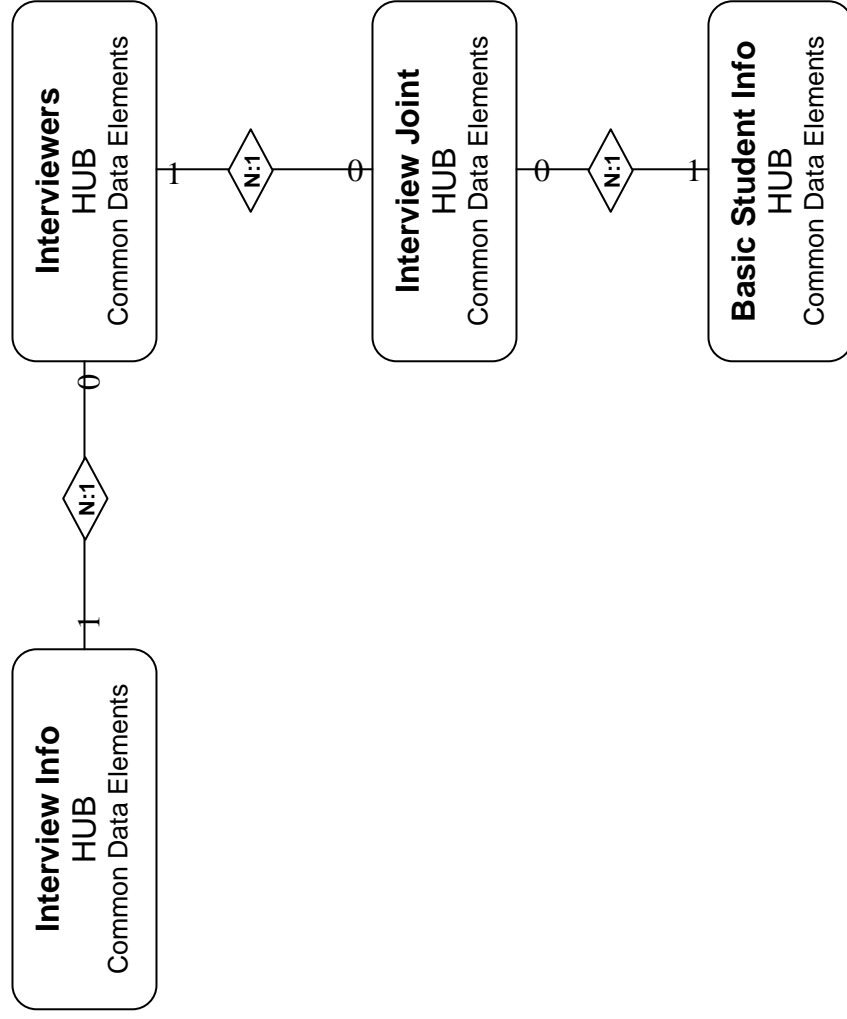
Gerard Greenidge

[ggreenid@csulb.edu](mailto:ggreenid@csulb.edu)

# General Database Model



**General Database Model (Continued...)**



**General Hub Model (Stand Alone Tables)**

**Semester Info**  
HUB  
Common Data Elements

**Institution Info**  
HUB  
Common Data Elements

**Zip City**  
HUB  
Common Data Elements

**Credential Codes**  
HUB  
Common Data Elements

**Master Degree Code**  
HUB  
Common Data Elements

**Bachelor Degree Code**  
HUB  
Common Data Elements

## Common Data Elements (HUB)

TABLE: Basic Student Info

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
SSN	Number	Unique, No Hyphens, No Return or space at end		Restrict viewing to Authorized Personnel
Student ID	Number	Req., Unique, Numeric		
web_sid	Text			WEB ONLY: ColdFusion Hashed Student ID for Web; 32 Characters, Alphanumeric, Restricted to All Except Web ODBC/JDBC Acct.
Last Name	Text	Req.		
First Name	Text	Req.		
Middle Name	Text	Req.		
Former Names	Text			One text field, free form
Street Address	Text	Req.		
City	Text	Req.		Look up by zip code.
State	Text, Drop	Req.	CA	
Zip	Text	Req. Numeric		5-digit or 9-digit
Email (CSULB)	Text	Email		
Email (Alternate)	Text	Email		
Gender	Text, Radio		M or F	
Ethnicity	Text, Drop		Decline	Use Official CSULB Short List
Cell phone Area Code	Text	Numeric		
Cell Phone	Text	Req. if Area Code		
Home Phone Area Code	Text	Numeric		
Home Phone	Text	Req. If Area Code		
Birth Date	Date field	Date		
TB Test Cleared	Date field	Date		

Fingerprint clearance date	Date field	Date		
Fingerprint Clearance type	Text, Drop		Cleared, Pending, Need	
International Student	Text, Radio		Default eq. No	Yes or No
Languages Spoken	Text			
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Web Roles**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
Student ID	Number	Req., Unique, Numeric, No Return or space at end		
Role	Text, Drop			Drop Down is not editable by anyone but webmaster. Roles must be unique. R1 = Hub, R2 = SERVE Program, R3 = Interview System;
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

A two tier drop down would be helpful where it shows the section name but enters the R# information.

**TABLE: Degree Info**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
SSN	Number	Unique, No Hyphens, No Return or space at end		Restrict viewing to Authorized Personnel
Student ID	Number	Req., Unique, Numeric		
Degree	Text, Drop			Bachelor, Master, Doctoral
Major	Text			Editable Drop?
Date	Date	Date		
Institution	Text, Drop			Drop Down from Stand Alone Institution Table
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Course Equivalency**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
SSN	Number	Unique, No Hyphens, No Return or space at end		Restrict viewing to Authorized Personnel
Student ID	Number	Req., Unique, Numeric, No Return or space at end		
Semester	Text	Req.		Show Semester Year / Use University Semester?
Course	Text, Drop	Req.		
Submit Date	Date	Req.		
Status	Text, Drop	Req.		
Institution	Text, Drop	Req.		Drop Down Institutions from Stand Alone Institution Table
Institution Course	Text	Req.		
Grade	Text	Req.		
Evaluator	Text			
Return Date	Date			
Reason for Denial	Text			
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Exams**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
SSN	Number	Unique, No Hyphens, No Return or space at end		Restrict viewing to Authorized Personnel
Student ID	Number	Req., Unique, Numeric, No Return or space at end		
Semester	Text	Req.		Show Semester Year / Use University Semester?
Exam	Text, Drop	Req.		Editable Drop Down
Passed Date	Date			
Attempted Date	Date			
Failed Date	Date			
Status	Text, Drop			Editable Drop Down
Result	Text			
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Notes**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
SSN	Number	Unique, No Hyphens, No Return or space at end		Restrict viewing to Authorized Personnel
Student ID	Number	Req., Unique, Numeric, No Return or space at end		
Notes	Text			
Attached File	Container			
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Student Petitions**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
Student ID	Number	Req., Unique, Numeric, No Return or space at end		
Petition Date	Date	Date		
Program	Text, Drop	Req.		
Petition Type	Text, Drop	Req.		See EESE Admit USE file for partial list.
Outcome	Text, Drop	Req.		Granted, Denied, Withdrawn, Pending
Comments	Text			
Attached File	Container			

Created By	Text	Req. No Edit	Account Created By
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp
Edited By	Text	Req. No Edit	Account Edited By
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp

**TABLE: Education Leave**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
Student ID	Number	Req., Unique, Numeric, No Return or space at end		
Leave Requested	Date	Date		
Semester Requested	Text, Drop	Req.		
Leave Status	Text, Drop	Req.		Granted, Denied, Withdrawn
Leave Taken	Calculated	No Edit	Count of Leaves Taken	
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Courses Taken**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
SSN	Number	Unique, No Hyphens, No Return or space at end		Restrict viewing to Authorized Personnel
Student ID	Number	Req., Unique, Numeric, No Return or space at end		
Semester	Text	Req.		Semester / Year Completed. Show Semester Year / Use University Semester?
Course Number	Text, Drop	Req.		
Course Title	Text	Req.		
Units	Numeric			
Grade	Text, Drop			
Status	Text, Drop			Completion Status
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Interview Info**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
Interview Title	Text, Drop	Req.		Editable Drop Down
Signup Start	Date	Req. Date		
Signup End	Date	Req. Date		
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Interviewers**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
Interview ID	Calculation		ID from "Interview Info"	
Interviewer	Text, Drop	Req.		Editable Drop down
Interview Location	Date	Req.		
Interview Date	Date	Req. Date		
Interview Start	Time	Req. Time		
Interview End	Time	Req. Time		
Interview Type	Text, Drop	Req.		Group or Individual, Drop Down Not Editable
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Interview Joint**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
Interviewer ID	Calculation		ID from "Interview Info"	
Student ID	Number			Student Entered from Web
Student Name	Calculation			
Interviewer Name	Calculation			
Interview Date	Calculation			
Interview Start	Calculation			
Interview End	Calculation			
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Bachelor Degree Codes (Stand Alone)**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Edit	Auto Serial Number	Primary Key
University Code	Text	Req.		
Program	Text	Req.		
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Credential Codes (Stand Alone)**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Edit	Auto Serial Number	Primary Key
Code Number	Number			
Cred Type	Text			
Semester	Text			
Term Code	Text			
Class	Text			
Class Code	Text			
Credential Action	Text			
Credential Action Code	Text			
Competency Code	Text			
Credential Emphasis	Text			
Credential Emphasis Code	Text			
Program Completer Year	Text			
Credential Coordinator	Text			
SS Advisor	Text			
Credential Authorization Code	Text			may be multiple per/credential
Credential Renewal Code	Text			may be multiple per/credential
District	Text			
District Contact	Text			
District Address	Text			
District City Zip	Text			
District Complete Address	Calculated			
Credential Type	Text			
Credential Major	Text			
Academic Year	Text			

Created By	Text	Req. No Edit	Account Created By
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp
Edited By	Text	Req. No Edit	Account Edited By
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp

**TABLE: Institutions (Stand Alone)**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Edit	Auto Serial Number	Primary Key
Institution	Text	Req.		
Institution Acronym	Text			
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Master Degree Codes (Stand Alone)**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Edit	Auto Serial Number	Primary Key
University Code	Text	Req.		
Program	Text	Req.		
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Semester Info (Stand Alone)**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Editing	Auto Serial Number	Primary Key
Semester	Text	Req.		
Year	Number	Req. 4-Digit Year		
Semester Year	Calculated	No Editing	Semester + Year	
Univ. Semester Code	Number	Req. Numeric		
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

**TABLE: Zip City (Stand Alone)**

Field Name	Field Type	Validation	Auto Entered Data	Notes
ID	Number	Req. No Edit	Auto Serial Number	Primary Key
City	Text	Req.		
Zip Code	Number	Req		
Zip Extension	Number			?? Do we need the extension in the Zip City db?
Full Zip Code	Calculated		Zip Code + Zip Extension	??
Created By	Text	Req. No Edit	Account Created By	
Created Timestamp	Timestamp	Req. No Edit	Creation Timestamp	
Edited By	Text	Req. No Edit	Account Edited By	
Edited Timestamp	Timestamp	Req. No Edit	Modification Timestamp	

## ***Office Database Organization, Use, and Field Definitions***

### **Overall System**

Below are some overall observations for system needs across all the areas involved.

Please note that the SSN is a required piece for CA Teacher Credentialing as well as Scholarship selection. At some point all students entering a Credential program will have a SSN entered. Not all students in the databases have CSULB issued student id (SID) numbers, as they are Pre-CMS. As of now, all students who attend CSULB have the ability to get a SID number issued to them, including Open University. This may be a problem requiring the SID if past students who do not have one are transferred into the system.

### **Use Cases**

- All offices need the same layouts / reports / functionality that they currently have to manage their respective offices. However improvements on the UI, security, and integration of data are required.
- Print out letters with changes very quickly. Many areas need the ability to edit form letters before printing.
- Some areas have expressed a need to create and edit letters / reports on the fly without having to contact a consultant while maintaining db integrity. This is key due to the growing demand for data reports from the Dean, Chancellor, NCATE, etc.
- The CED will need recommendations / assistance in porting the existing data over to the new system, specifically recommendations / assistance in dealing with duplicate student records with the HUB.
- Various offices have expressed a need to “Save” email correspondence specific to a student in the system. Such email needs to remain confidential and specific to the program that entered the email. One suggestion is that the office can save the email as a PDF or other document format and simply save the document into the database. In addition, an individual should be able to enter text notes from a phone conversation in instead of a document.
- Concern has been expressed about the need to be able to edit / create layouts for reports and such. Hub layouts should be locked from editing as

should primary office layouts but offices should have the ability to edit layouts they create.

- Various offices export data to Excel for complex reports or sending data to individuals electronically that do not have FMP or have access to it.
- Department/office ability to create and edit their own layouts and scripts is essential. Modifications to field definitions could be made by a manager / administrator, but with a day or two turn-around. (Comment from Credential Center)
- FUTURE: Long term we would be better off if FMP communicated with PeopleSoft so that we could more easily know what a student's enrollment status is. We have a "status" field now, but we have to look up each individual student in PeopleSoft to see if the student is enrolled in a given semester. (Comment from Graduate Studies)
- Add a field called "Ok to Interview" to all office systems. This will be the tie in for anyone on the FMP system to be able to use for accessing wither a student is eligible for interviewing. Since there are many different areas that have interviews the responsibility for allowing an interview is a office issue and not a hub issue. Default should be "No".

## **Interview System**

Currently the only area that has online interview signups is the EESE system and this system is locked to only the EESE program. This system works by having an interviewer db with the student db jointed by an appointments db. Other areas such as Teacher Education and EdPAC have expressed an interest in having this kind of system. This means the interview system needs to be made as generic as possible and web integration friendly.

See EESE\_Faculty field definitions and EESE\_appointments field definitions for details how that system works. Suggestions on how to make this the most efficient system possible are welcome.

## **Use Cases**

- Multiple Office Interviews with multiple interviewers. Example: Fall MSCP Interview with 15 faculty, 150 approved students, and 175 interview times.
- Interviewees apply via the web. Current CSULB Students use their BeachBoard / MyCSULB Login information via LDAP. Students who have applied but have not been accepted have a CSULB id but may not have

access to MyCSULB login info so alternate username / password scheme will need to be devised.

- Produce a report of interviews by: Faculty, Date, and Interview as a whole.
- EESE allows for mass deletion of interview slots to start fresh at the beginning of a new round of interviews. This is needed but we also need to preserve other interviews going on at the same time for other areas.
- Both individual and group interviews are conducted within the college. To simplify this all interview appointment times are individual slots which are either marked group or individual. Duplication of the record is used to create more than one group slot.

### **Reports Used**

- Interviews by Assigned Faculty
- Interviews by Date
- All Appointments by Specific Interview

### **Credential Center System**

The Credential Center processes all teaching credentials in the College of Education. This system is constantly changing with legislation and needs to be flexible to keep up with legislative changes.

This office tracks all the credential programs within the college. Due to this, each program requires its own set of reports and forms. Some of the forms are quite old but are needed for reporting purposes. It also means that the system has the most data of any system and is critical to the issuance and processing of credentials.

### **Used By:**

Cindy Greene  
Credential Center  
562-985-4109

### **Use Cases**

- Students may have many credentials (often do). Need to account for this.
- Credentials may have many different authorizations attached.
- Credential Center needs layouts for exporting, (ERST, Title II, CSU, Alumni, etc).

- Track students applying for a teaching credential and ensure they have all appropriate information necessary to be recommended for a credential.
- Prepare reports for dissemination within the CED. Export data into Excel for reports that go to individuals outside the CED. Print out letters and mailing labels to be mailed to students.
- Is there a need to track multiple credentials for an individual?
- Prepare candidate evaluations where each program has its own evaluation form. These evaluations include many reports from past programs.
- FUTURE: The Credential Center may need the ability to save scanned documents into a student's record. CA law now requires all credential submission to be done online creating a need for some form of electronic documentation storage.
- A method needs to be developed to manage the enormous amount of layouts. Approximately 80% of the layouts currently in the Credential Center system are needed or used.

## **Reports Used**

- Evals needed (never done).
- Apps in House / not verified.
- Apps in House / not verified by credential program.
- Apps Verified / not processed.
- Faculty approval lists by credential area.
- Candidate lists by Semester and Year.
- Granted Yearly lists by academic year.
- Granted Semester Lists (Short) by Semester year.
- Granted Semester Lists by semester year.
- Interns granted list by semester year.
- Semester reports.
- Credential Evaluation Form for each Credential Program (xx Credentials)
- Verification and Recommendation Form (CTC 41-REC) (xx Credentials)
- Print Receipt Form
- Recommendation Worksheet

## **Field Definitions**

See attached PDFs for more information.

## **Educational Career Services (Stand Alone System)**

The Educational Career Services uses Filemaker to track participating school districts for the annual job fair held each April. Information tracked includes district contact information, fee payment, and booth assignment. Currently this system is flat and should be made relational by separating the contact info from the annual fair information. A related notes table should also be added to track any notes an individual needs to make.

In addition, ECS also has an Active Placement File system that needs to be converted to FMP 8. Records are no longer added to the system. The system is only used to look up placement file information or edit should a placement file is destroyed or picked up. The system should be included in the security of the HUB as it does contain contact information for students but it is not a part of the hub due to the lack of identification numbers (SSN or SID).

### **Used By**

Judi Walker  
Educational Career Services  
562-985-5772

### **Use Cases**

#### **CED Job Fair**

- Add and update district contact information for job fair contact.
- NEED: Related job fair information so the attendance can be traced from year to year.
- NEED: Related notes section that is time stamped
- Create reports, letters and mailing labels for tracking of job fair information.

#### **Active Placement Files**

- Information is no longer being added to this system. Current information can be edited should the status of a placement file change.
- Look up student placement files upon request to see status.
- Create simple letters, reports and mailing labels.

## **Reports Used**

### **CED Job Fair**

- Mailing Labels
- Invitation List
- Fair Contact for Confirmation Letters
- District Registration List by Year
- Master District Registration List by Year
- Paid Registration List by Year
- Confirmed Registrations by Year
- Email Labels
- Registration Numbers by Year
- District Signs by Year
- Fair Sign in List by Year
- Registered Districts List by Year
- Registration Owe Money List by Year
- Fees to be Deposited List by Year

### **Active Placement Files**

- Placement File List
- Inactive Letter
- Mailing Labels
- Returned Placement File List
- Deposit Summary List
- Placement File Status Report

## **Field Definitions**

See attached PDFs for more information.

## **EESE Admissions & Advising Center System**

The Elementary Education & Special Education Admissions and Advising Center is one of the main stops for students who are working towards a Multiple Subject (K-8) or Special Education Credential. Here students are admitted into the program.

### **Used By:**

Jan Condou  
EESE Center  
562-985-9259

Sandra Llamas  
EESE Center  
562-985-9263

## Use Cases

### EESE/MSCP System

- Track students applying to MSCP programs.
- Track students who have applied to the MSCP / EDSP programs, but need an interview before acceptance to program. The students apply for an interview slot via an online system.
- The course equivalency should be made relational. (Note: Should this be added to hub? Are there other areas that need this information?) (Sandra in EESE has a separate db originally used before info was added to current system).
- This system has an integrated component for online interview signup using CDML.
- A&S Petition should be made relational, as there is no limit to the amount of petitions a student can make.
- Educational leave needs be made relational and possibly connected to the hub.
- Use SSN and ID when entering data.
- Most of the reports within the system are acceptance / denied letters. These letters need to be printed in mass as well as single letter. Information on these letters needs to be editable, such as date, semester, locations, etc.
- Enter & edit all applicant information into our Multiple Subject Credential Program during our admission period
- Admit letters are printed directly off the database (during our admission period we print anywhere from 250 to 400 depending on MSCP admits Ed Specialist is a much smaller amount.
- File folder labels and address labels are also printed from the db.
- Changes are made to letters on file in the database as needed for that admit period/and or student
- Twice a year, interview timeslots are entered in the eese\_faculty section

- Students access the Interview Timeslots to sign-up for interviews via the web
- Ability to update information on database entry at anytime
- Format screen data so it follows application, as close as possible (we use two different applications)
- Often the letters we have on file are printed out in mass quantities or separately

### **EESE/EDSP System**

- The EDSP system is used much the same way as the MSCP system.
- Track students as they complete Field Experience rotations.
- Most of the reports within the system are acceptance / denied letters. These letters need to be printed in mass as well as single letter. Information on these letters needs to be editable, such as date, semester, locations, etc.

### **Reports Used**

#### **MSCP System**

- NEED: Candidate lists by Semester and Year (See Credential Center System)
- NEED: Granted Yearly lists by academic year (See Credential Center System)
- NEED Semester Reports (See Credential Center System)
- 5 Misc. Stationary Reports
- 24 different Denied Letters
- 13 different Admit Letters
- 7 Misc. reports

#### **EESE Interview System**

- Interview Signup Report by Faculty or Date

#### **EDSP System**

- 8 Misc. Stationary Envelopes, Labels
- 6 Different Admit Letters
- 6 Different Denied Letters
- 5 Misc. Letters
- Misc. Reports

## **Field Definitions**

See attached PDFs for more information.

## **Field Programs Office System**

The Field Programs Office uses the system to track students, faculty, and district information as a process of Student Teaching. Students are tracked from the moment they apply to student teaching through completion of Student Teaching. Faculty have students assigned to them and receive a salary from the university. Master teachers from various districts receive stipends upon completion of student teaching rotations.

### **Used By:**

Stephanie Africano  
Field Programs Office  
562-985-4508

Cindy Greene  
Credential Center  
562-985-4109

### **Use Cases**

- Enter MSCP student teaching applicants into system to track their records and use as a database to store info to process for student teaching.
- Track student teacher's progress through the semester as they complete required tasks. Input district / school assignments / grades for the student.
- Track faculty semester weighted assignments and master teacher stipends. Produce appropriate reports to mail to districts, supervisors (faculty), college offices, university departments and offices.
- Information compiled is used to create the following reports.

### **Reports Used**

#### **Supervisor db**

- Supervisor Roster by Semester
- Supervisor Party RSVP
- Supervisor Address Roster by Semester
- Supervisor Preference Report by Semester
- Supervisor Address Labels
- Supervisor Email List by Semester
- Supervisor List by Semester
- Supervisor List by Employee ID by Semester
- Supervisor Name Tag

- Supervisor Placard
- Supervisor Label
- NEED – Students assigned to Supervisor by Semester with Weights calculated.

#### **FPO MSCP Master db**

- NEED – Student Teaching Enrollment Budget by Semesters (See xls printout)
- NEED – Student Teaching Enrollment Head Count (See xls printout)
- Student / Supervisor Roster by Semester
- Student Teacher Evaluations List Report By Semester
- Master Teacher / District Stipend Report By Semester
- Student Name / Email List Report By Semester
- University Supervisor Contracts by Semester
- EDEL 475 / Need Science Report by Semester
- Petition for Extra Units Report by Semester
- District Placements Report by Semester
- Student Teacher Orientation Labels by Semester
- Enrollment Figures by Semester
- Student Teaching Hold Labels by Semester
- Over Unit Petition Correction Request Report by Semester
- Student Teaching Admit Letter by Semester

#### **FPO Districts**

- District Representative list by Email
- Stipend Report checklist
- District Contact List
- District Representative Contact Info
- School District Roster
- District Address labels

#### **Field Definitions**

See attached PDFs for more information.

#### **Liberal Studies (Future System)**

The Department of Liberal Studies is in need of a db / web system for advisement appointments. Matt Evans was approached initially about this system and was told they wanted a different solution. This system needs to be explored for feasibility and cost. There would be both a web and Filemaker portion so the system would need to be web friendly.

## ***Advisement System***

Liberal Studies would like a system that they could track Advisors, Workshops they are assigned to, Appointments they hold or have available. There are many advisors assigned to many workshops, which also have many appointments for many students.

In advising appointments, the Liberal Studies advisors must fill out and advisement work sheet. There are three programs within Liberal Studies: Integrated Teacher Education Program (ITEP), Track 1 and Track 2. Track 1 students have 14 different pathways they can take.

## ***Program Planner System***

Liberal studies would also like to have the program planner held within the system. Currently much of the information they need is housed within PeopleSoft so they would either need to broker an agreement to get access to that data or they would need to double enter the information once in PeopleSoft and once in FMP.

Please note that the Learning Resource Center has a system that they felt might fit their needs should a system such as this not work out.

## **Used By:**

Daniel O'Connor  
Liberal Studies  
562-985-4228

## **Use Cases**

- Office management tool
- Track students through electronic program planners. See included sheets for more information.
- Communication by letters & email
- Track student petitions (extra units, post-bac units, etc)
- View / lookup information from SERVE and Field Programs to track student progress.
- Advising tracking / scheduling system (multiple tasks required). See included sheets for more information.

- Track advisors schedules, assigned workshops, and appointments with students.
- Track available workshops and advising hours.
- FUTURE: Communicate with PeopleSoft

### **Reports Used**

- Advising appointments schedule (Individual, Daily, Weekly, Month)
- Advising Worksheets for each program and path
- Program Planner Sheet for each program and path
- Completed SERVE students by semester

### **Field Definitions**

N/A, this is a new system.

### **Graduate Studies & Research**

The Graduate Studies & Research office is the area where all graduate students apply for a program and turn in paperwork as they proceed through the programs. The Graduate Studies & Research system is currently a flat system. All data is held within one FileMaker Pro database. This needs to be made relational.

Currently there are 18 different graduate programs that the Graduate Office tracks students in. Each has their own set of forms, course requirements, etc.

### **Used By:**

Nancy McGlothin  
Graduate Studies & Research  
562-985-8476

### **Use Cases**

- Admit students into graduate programs.
- Track students as they complete required paperwork and courses. Create various reports for paperwork from database using student data.
- Track program requirements for each of the 18 different programs. These requirements can change from year to year, and need to be tracked as

such. Students with catalog rights may have a different program requirements that those who are just starting.

- The most used reports are the Petition and Course Equivalency Information sheet and the Advancement to Candidacy sheets. These sheets can change from academic year to academic year. Previous academic years information sheets have to be kept for those students who have catalog rights to those academic years.
- NEED - the Graduate Office needs a method of creating Petition and Advancement sheets for each academic year without editing or creating new layouts. These sheets need to be a printed report that is easy to change when the requirements change each academic year.

### **Reports Used**

- Petition and Course Equivalency Information Sheet (for each academic year / program).
- Advancement to Candidacy by Academic Year / Program.
- Folder Labels by program.
- Admit / acceptance letters by program with a general acceptance letter by academic year.
- Flowcharts?
- Comprehensive exam letter / reports.

### **Field Definitions**

See attached PDFs for more information.

### **Scholarship System**

This system is used to track applications and donations to CED scholarships. Applications are accepted in spring each year. This system uses several many to many relationships, but in general is fairly simple.

The system is used heavily one semester a year (spring) and then sits mostly idle till the next scholarship application period.

#### **Used by:**

Marvel Preece  
Office of the Dean  
562-985-4513

Liz McCann  
Office of Development  
562-985-7477

## **Use Cases**

- Student applications are entered by hand into the Student system for scholarship selection.
- Students selected for scholarships, have scholarship information entered into the Recipient db (join db). Students not selected have a “Declined” scholarship entered into the Recipient db for current application period.
- Future use, possibly allowing for scholarship application over the web.
- Information compiled is used to create the following reports.

## **Reports Used:**

- Award Notification Letter
- Award Certificates
- Declined Notification Letters
- Scholarship Description with Recipients
- Scholarship Recipient List with Sent Info
- Scholarship Recipients with Contact Info
- Applicant Mailing Labels (Current App Year)
- Student Applicant List
- Scholarship List
- Donor Mailing Labels
- Donor List
- Invitation to Scholarship Reception (Donor)

See original dbs for sizing of Letters / Certificates.

## **Field Definitions**

See attached PDFs for more information.

## **SERVE Program System**

This system is used to track students who are required to complete SERVE rotations as a part of their degree program. The SERVE program is one of the first locations where students are entered into a FileMaker system. All ITEP and Track I Liberal Studies students as well as some graduate students go through the program.

The SERVE system is one of the few FileMaker Pro systems that utilize the Web. This is done via an older CDML system that will need to be replaced. The office handles over 1000 placements each semester with a small staff.

The Department of Liberal Studies utilizes a very small portion of the data. They have access to one section of the system.

### **Used By:**

Hilda Sramek  
SERVE Program  
562-985-5499

Nancy Brown  
Department of Liberal Studies  
562-985-4228

### **Use Cases**

- Allow students to apply to SERVE, complete placement requests, complete pre / post tests, and field experience surveys online.
- Track students as they complete rotations. Could use automation for completion of program (i.e. if the sum of rotation hours is greater than or equal to 120 then the rotation is completed automatically). Students who are graduate students only require 45 hours in one rotation so a separate calculation will be needed auto complete their rotation).
- Allow Liberal Studies access information within SERVE program consisting of five fields (SID, First Name, Last Name, Status, and Completed Date). Read-Only access.
- Generate the following reports. These reports do not exist in the current system but are needed.
- Allow SERVE to retrieve student field experience information and assign field placements in order to generate a report. Also allow school districts to retrieve student field experience information and assign field placement (WEB).
- Allow school site coordinator to assign teacher / classroom placements (WEB).
- Allow students to request and retrieve placement information. Contact information should be able to be retrieved online.

### **Reports Used**

- Basic Student Information (Contact with SERVE Info)
- Field Experience Evaluations (By Academic Year, District, School)

- Report Field Experience by Grade Level
- How many completed rotation hours? (By Academic Year, District, school)
- Pre / Post Test Reports (By Academic Year)
- Teacher Evaluation Report (By Academic Year)
- NEED: New Student Registration Retrieval Report (See printout for format)  
Find by creation date of record. Sort by Creation Date and Last Name.
- NEED: Returning Student Placement Report (See printout for format)  
Find by Creation Date. Sort by Creation Date and Last Name.
- NEED: Checkout Retrieval Report (See printout for format).  
Find by Checkout Date. Sort by Checkout Date and Last Name.
- NEED: Program Evaluation Report (by School)
- Student History Report (Name, Rotation, District, Grade, Performance, Program Evaluation, Teacher Evaluation (Currently in Separate db)

### **Field Definitions**

See attached PDFs for more information.

### **Single Subject Credential Program System**

The Single Subject Credential Program is the program that students go through to become single subject teachers. The system that runs the SSCP tracks students from the moment they apply, to completing program requirements, through student teaching and credentialing.

#### **Used By:**

Gene Wohlgezogen  
Single Subject Credential Program  
562-985-7622

Karen Hakim-Butt  
Single Subject Credential Program  
562-985-5642

#### **Use Cases**

- The Student Teaching info share db is in the process of being phased out. Need to make sure all information / needed layouts that is in the db is now in the singlesubject.fp5 db.
- Track students applied and admitted, indicating type of admission, to the SSCP program. Information collected includes: grades of required courses, student teaching requirements, petitions, TPA requirements, and testing requirements.
- Track student course equivalencies within the program. (NOTE: Should be added to the HUB.)

- Create acceptance / reject letters, petition letters, intern letters, student teaching & subject matter competency waiver, program letters for students applying to SSC program as well as SSCP student teaching.
- Provide feedback to administration in form of reports.
- The SSCP schools db is a stand-alone db that tracks contact information about each of the schools the SSCP program places student teachers. Reports include mailing labels (3) and envelopes (5).
- The Advisors-Supervisors db is a stand-alone db that tracks contact information about SSCP advisors and supervisors. Reports include labels (4), envelopes (1), and an evaluation signature list.
- A web component for SSCP advisors will be needed in the future. This will entail checking the advisor login (via CSULB LDAP) against records in the SSCP Advisors-Supervisors db. From there advisors will be able to edit the following fields: ST Term, ST Status, ST Course Codes, Supervisor, Enrollment. We will need a method of connecting the students via a relationship to the individual advisors.

## **Reports Used**

### **Single Subject**

- Ethnicity & Gender Report with no identifying information
- Students Admitted report.
- Export report.
- Supervision report
- Student teaching applicants by semester
- Admission letter
- Provisional admission letter
- Returned application letter
- Student Teaching letter
- Folder Labels.
- Gold Cards for students
- Envelope without address
- Envelope with address
- Private School Letter
- Emergency Permit Letter

### **Student Teaching Info Share**

#### **(Phasing out, Move / Merge Data & Reports with Single Subject db)**

- Requirements Report
- Grade list report

- Status / Location Report
- Admit Date Report
- Name Address List Report
- Notes Report
- Supervision Report
- Track Program Report
- Student Teacher / Supervisor Report
- Student Teaching Admit Letter (SB2042)
- Student Teaching Admit Letter
- Student Teaching Traditional (SB2042) Letter
- Student Teaching Intern (SB2042) Letter
- Student Teaching Traditional (Ryan) Letter
- Student Teaching Intern (Ryan) Letter
- Student Teaching Rejection Letter

### **Field Definitions**

See attached PDFs for more information.

### ***Field Formats***

<b>Field Type</b>	<b>Format</b>	<b>Notes</b>
Date Fields	mm/dd/yyyy	
Phone Numbers	xxx/xxx-xxxx	CMS Standard
Email	jdoe@csulb.edu	
Social Security Number	xxxxxxxx	No dashes, dots etc.
Student ID Number	xxxxxxxx	
Semester (University)	xxxx	Ex. 2062 = Spring 06
Semester (Written)	Sem Year	Ex. Fall 2006

### ***College Contacts***

If there are any questions about this document, please contact one of the individuals below who can direct you to the appropriate person.

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