

DART Data Dictionary Subteam Minutes, 05-19-16

- Leadership vote. David Wilkins was the lone nominee, and was unanimously elected.
- Charter review and approval. The following charter was approved.

Enhance the Data Dictionary documentation with clear definitions and one version of the truth; extend the dictionary's usefulness to all reporting platforms where possible; develop data dictionary entries for existing data store objects; develop data dictionary entries for new objects added to the data store, and for API streams (if needed); develop data dictionary 'help resources' for distribution via website and by other means. Communicate to the DART Chair and/or Data Governance Coordinating Committee any critical data issue, data definition issue, data security issue, reporting tool issue, questions of project priority or resources, issues requiring a decision between conflicting views or alternatives, and issues that have broad implications.

- Review Banner curriculum change timing document from Marcus. Add examples for FAQ. The group reviewed Marcus's draft and revised it, adding examples and notes, developing a FAQ. The FAQ will be presented at the Office Hours Session on 5/19/16, subsequently revised as needed and eventually posted on Cognos Sharepoint and within Cognos folders. The FAQ was entitled: FAQ—Timing of Curriculum Changes in Banner FINAL.
- Office Hours Training: all set? All preparations have been made for the training.
- Continue to work on Data FAQs. The team did not have time to devote to this, as it broke early to move to Colliings 250 to set up for the Office Hours session.