DART Data Quality & Training Subteam Meeting Minutes, 01-18-17

- Review approved minutes from meeting on 12/07/16

  Minutes had been previously approved and posted to online site.

- Review Data Quality issues and actions identified

  Based on issues that had been identified and called out in the Qualtrics Data Issue Survey; the sub team decided to begin its focus on the issue regarding "Majors overlapping within a term (pre-degree and degree versions both active for a term)". As part of this process, the subteam moved on to the next agenda item.

- Establish response cycle for current and future issues

  In order to adequately understand and solve each issue presented to the sub team, the team began development of a "Data Quality Response Plan". This process would be made up of 6 distinct phases:
  1. Requirements Gathering
     - Where are the issues generating from
     -Who are the data owners involved and who is reporting the issue
     - Identify potential working groups to investigate any in-depth issues as necessary
  2. Planning/Collection
     -Once requirements are gathered, begin to discuss at subteam level for resource planning purposes.
     -What working groups need to be established, what systems are involved, what is the impact campus wide of us undertaking this issue?
     -Collect necessary logs of errors and data anomalies for analysis.
  3. Analysis
     -Based on available data, develop explanation for why the problem exists (system limitation, procedural or training error, etc…) and proposed solutions (ranging from system fix to training improvements).
  4. Training and Development
     -Assist in the development of any training solutions needed and offer support to those who have been identified within their area as trainers.
  5. Implementation of solutions
  6. Ongoing Support

In response to the overlapping majors issue, Marcus Glenn was identified as the primary POC and Brendan Klein is in the process of requirements gathering with Marcus so that we can begin planning and collections phase.

At the end of the discussion, Jennifer Pittman identified a need for error and issue tracking as well as the need to develop a report for inconsistencies and a means (website?) with which to communicate them broadly.

- Next meeting: 2/1/17