

DART Data Training Subteam Meeting Minutes, 04-13-16

- Present: David Wilkins, Mark Morvant, Yan Zhou, Liping Ma, Lisa Portwood, Krystal Golding-Ross
- Introductions
- David mentioned that he was least sure about the mission of this team, and provided some background:

Team arose because some of those using Student Data via Cognos wanted deeper dives into the data, to better understand it for reporting (topical and whole objects). However, we have few student data experts who have volunteered for this team.

Cognos user group presentation. 7 wanted deeper dives into most-used objects.

Will soon provide training for new objects Student_Curric_Hist_Detail and Student_Curriculum_Summary

Possible DART flow for new data entered into reporting repository:

Data Review Subteam=>Data Dictionary=>Data Training Team

New data interfaces & API streams will be created with Informatica & Mulesoft.

Seems wise to have team that ensures that report writers are trained in the data available and how it may be useful.

At some point, HR & Fin data may be available.

When people volunteered for this team, what did you have in mind?

Mark and several others mentioned that we need to consider training for data going into systems like Banner and Peoplesoft. Dirty, inconsistent data is being entered into systems, compromising data quality from the start. We need to consider data entry training for data going into systems, and educate people how data fed from other systems into Banner is represented in Banner. The order of curriculums was given as an example.

Four kinds of training were discussed:

- Data entry into Peoplesoft, Banner
- Reporting Tool Training (The DART Reporting Tool Training team is redesigning training curriculum)
- Data Training (know what a column means and how to use it. Cognos Office Hours has been used for some dedicated data training)
- Data guidance documents (DART Data Dictionary Team is working on some of these)

Consider recommending to Data Governance Coordinating Committee some procedural data entry training for data entered into Peoplesoft.

David gave a brief overview of the current on-line data dictionary.

A more user-friendly reporting data layer was also discussed, to make report writing easier.

The above discussion and topics took the entire meeting time, and the remainder of the agenda below as not addressed.

- Subteam Name?
- Charter? Use verbiage from Subteam Interest Survey as a starting point? Review & revise as needed.

Recommend or provide training for the data in the university's reporting architecture, and help offer robust customer support through user group meetings, appropriate documentation, mentoring, user website(s), and by other means.

(NOTE: An established list of Student Data Experts will continue to be used.)

- Enhanced vision from subteam members?
- Subteam Website pages (for transparency)
 - Membership
 - Agendas & minutes(or minutes only)
 - Ongoing projects
 - Completed projects
 - Other documents as needed
- Office 365/OneDrive. Tutorial desired? Another tool better?
- Leadership (established at 2nd meeting)
- Review proposed subteam leader responsibilities
- Establish a regular meeting time/place. Doodle Polls and meet as needed?
- Immediate goals/needs/issues:

Upcoming projects: Some users have requested more intense student data training. Explore this possibility at Cognos User Group Meeting. Others?

- Look at Reporting at OU Survey for opportunities to serve