

DART Data Training Subteam Minutes, 08-11-16

- Present: Mark Morvant, Liping Ma, Krystal Golding-Ross, David Wilkins, and new member Susie Irwin.
- Absent: Lisa Portwood, Yan Zhou
- The group discussed this group's mission, and settled on:
 - Data entry into Peoplesoft, Banner
 - Data Training (know what a column means and how to use it. Cognos Office Hours has been used for some dedicated data training)
 - Review and recommend data guidance documents. The DART Data Dictionary Subteam will likely continue to write data guidance documents, which would be reviewed by the Data Training Subteam for readability and usefulness.
- Subteam Name? **Did not discuss.**
- Based on vision, develop charter (using text below as a starting point for discussion): **David will post a draft of a charter on OneDrive so the team may review and revise.**

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. 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.

- David mentioned that this group would not necessarily be the group to deliver training, but rather, could recommend that training should take place, and how it should be delivered.
- Mark mentioned that for data training, the team would have to establish the training goals, specific content, and training delivery method.
- The team voted to meet every two weeks until established. David will find a meeting place.
- Susie mentioned that she believed that the Data Dictionary Subteam should continue to write guidance documents, as they have data experts in those meetings.
- Krystal mentioned that data entry training is important, and gave examples of how many different ways the same student names are entered into data systems, citing 'McDonald' and 'Mc Donald' as examples.
- David mentioned that the data entry flexibility of these systems contributes to data inconsistencies.
- Krystal will make a list of common data entry errors, for possible future training. David will see if there are common errors among the IRR edits that could be addressed with data entry training.
- In order to standardize any data entry, agreement would have to be made on a standard, and then the process and method for cleanup would have to be identified.
- The best means to standardize columns is to have officially-approved standard values any a validation table/drop-down box where data entry would allow choices of standard data value

items from a drop-down list. Such a solution for a data item with thousands of permutations such as name (particularly with foreign names) would be difficult.

- There was a question as to whether there was appropriate access to the reporting tool, data, and reports available. Is there enough visibility and accessibility to data definitions and reports?
- Can we make Cognos Sharepoint more available? Is it the best mechanism for content delivery?
- Mark and Krystal mentioned that Cognos resources may not be reaching the broadest applicable audience, and that Department Chairs and Directors might like to know what Cognos resources exist.
- The possibility of a new customer support website was mentioned. This new website would move away from Sharepoint and be along the lines of the Canvas customer support website, complete with interactions, wiki opportunities, etc. David mentioned that DGCC has a project request with 13 questions that must be answered before a project can move forward. These questions identify items such as workforce to perform the request, funding, etc. Mark mentioned that the definitions and content are the high-value, high-expense items of such a website, and an undergrad wage is all that is needed for the actual migration work.
- David will post a possible charter in the group's OneDrive folder for people to review and suggest revisions, in advance of the next meeting.
- The group agreed to meet every two weeks until the team gets more established. Mark mentioned OSH 103 may be available, and the library's Digital Spaces (Tara Carlisle is contact).
- **Next Meeting: Friday, August 26, 1:30-2:30, Bizzell Room BLL108r**