

DART Data Training Subteam Meeting Minutes, 08-26-16

- Present: Krystal Golding-Ross, David Wilkins. The following were unable to attend: Lisa Portwood, Susie Irwin, Yan Zhou, Mark Morvant.
- Approve minutes from meeting on 8/11/16. This was not done due to lack of quorum.
- Review OneDriveDocument: DART Data Training—Possible Charter and other thoughts. David Wilkins had placed this document on the subteam's OneDrive folder

Due to lack of quorum, this document was not discussed in detail. However, the following ideas and discussions took place:

- Given that APIs will draw from 'live' production data, and having correct data in ERPs will become even more important, develop Qualtrics Survey to send to Cognos Users asking for the common data errors they see
 - Add responses to list derived from Krystal and David, found in document named above
 - Develop a plan to remediate these data errors, or to suggest the adoption of new data entry standards (examples: faculty, staff, and student names)
 - Krystal, in her new role in College of Education, will be working with Allison Stanford, Director of Training & Development for ESFS, to help communicate and coordinate. A partnership with Allison could be developed to help improve student system data quality on the front end
 - David mentioned that the group needed to finalize a charter and select a leader
- David will poll the group for a desired regular meeting time, with a desired frequency of every two weeks until the team is established. [Update: David sent an e-mail on 9/21, and received two responses, with Tuesday and Wednesday mornings being identified as a possible common time.]