

DART Data Training Subteam Meeting Minutes, 10-25-16

- Approve minutes from meetings on 8/11/16 and 8/26/16. **Approved.**
- Review DART website content. **David reviewed the DART website and the subteam page for DART Data Training. It was noted that a charter needed to be finalized and leadership determined.**
- Finalize charter. For a starting point of discussion, a draft is presented below:

Enhance data quality by recommending or providing training for data entered into the university's main computing systems, and for the data in the university's reporting architecture. 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.

The above charter was approved after brief discussion. Liping Ma made the motion to approve, and Yan Zhou seconded the motion. It was noted this group can identify issues and recommend training, but does not bear ultimate responsibility for delivering any training—especially when there are more qualified trainers.

It was also mentioned that there could be future projects in which this subteam may partner with other DART subteams or departments to accomplish project goals.

- Develop plan to discover common data entry errors in Banner/student systems. After common data errors are identified, develop remediation plan and/or suggestions for data entry standards. **The group has identified five recurring errors in Banner data. The group decided to create a Qualtrics survey to send to Cognos authors, to see if they can identify other recurring errors in the reports they run. The five errors already identified will be used examples of the types of errors being sought in the Qualtrics survey. Krystal Golding-Ross will create a draft survey. Following the identification of recurring errors in Banner, a similar project may attempt to find recurring errors in Peoplesoft data.**
- Leadership established next meeting. **David mentioned that this team should decide leadership at the next meeting. (Update: Shortly after this meeting, the team received three new volunteers: Jennifer Bergeron (IT), Brendan Klein (ESFS/OAR), and Eric Blazek (CCE/Liberal Studies). With three new additions, it seemed wise to hold off on a leadership discussion and vote until after these new members had attended at least one meeting.)**
- Establish a regular meeting time (every two weeks at outset) **(Update: Meetings have been scheduled for the first and third Wednesday of each month, from 10:30-11:30, in Collings Hall, Room 237.)**