

COCC Data Steward Group Meeting Notes

Tuesday, June 11, 2013

10:00 to 12:00 pm

Board Room, Boyle Education Center

Attendees:

Brynn Pierce, Ed Sea, Jenni Newby, Chris Mills, Dianne Capozzola, Lisa Bloyer, Jerry Schulz, Lynn Roy, Laura Boehme, Chris Egertson, Stephen Newcombe, Jason Frost, Ashlee Premo

Charter and Membership Review

No feedback or changes requested. Revisit topic at a later date.

Office 365 – Laura Boehme

Using your current network login (yourname@cocc.edu) you can login to the current version of Office 365 by clicking this link: <https://login.microsoftonline.com/>

Note: Using Internet Explorer may cause issues when logging in for the first time. Try using FireFox if that is the case.

Once on the landing page, select “Team Site” or “Visit Sharepoint Home.”

Upcoming features...

- Under the area to the left is a link called discussions. Created there will also be a section for the Data Stewardship Advisory Committee.
 - Only persons within this committee will have access to documents and conversations stored here.
- Upload documents/document sharing
 - Version control
 - Document creation feature allows you to create documents in Excel, Word and PowerPoint from the portal.
 - Ability to email documents from the portal instead of exporting
- Discussion/Forum section
- Group Calendar

Review Data Steward Definitions:

Can someone be in more than one role?

Yes. There is often overlap within other institutions which vary due to the size of the school. Everyone within the Data Stewardship Advisory Committee is considered a Data User.

- Overlapping roles may fluctuate on a case by case basis or from one project to the next.

- It was suggested that we include a statement at the bottom of the definitions to clarify that this is a possibility. Perhaps including an example.

Clarification regarding Data Stewards Role:

It should be noted that policy decisions should be made by Data Owners unless delegated to the Steward. The definition for Data Steward will be updated to include the word “delegation”.

Projects:

Below is a list of projects discussed in this meeting...

System Specific Projects	Task Related Projects
Training (Manual and Online)	Course History for individual ID
Inventory of datablocks and reports	Green content in Banner
Establish Data Security Subcommittee	Address clean-up
Data, Forms and Process Ownership	Automate payroll process (NOAs)
Learn Functionality of Banner	Chair Model Compensation
Develop Data Standard Manual, including:	Change online application
Develop Data Dictionary	Common data request form
Develop Naming Conventions	Department budget projections
Create a Glossary of Terms	PT step increase automation
Data Warehouse	Finance and HR Security
	Race and Ethnicity in datablocks
	Report request form requirements
	RSC
	Term setup in Banner and Blackboard
	Banner master to test student transactions
	Banner access for work study students

Project Notes:

- Once training manual is developed it would be nice if it were organized by module and available electronically.
- The data standards manual should bring in best practices from various departments to limit manual clean-up while also implementing validation fields where possible to avoid errors in the first place.
- Once materials are developed where will they go? (website, intranet, etc.?)
- What are the minimal things or existing resources that are in place for us to implement these projects now?
 - Plan how to go about this work
 - Explain ramifications of not doing this work
- If possible, link system projects to tasks to show or promote how tasks could or would be completed if these system changes were implemented.

Next Steps:

Assigning roles for each represented area/department so it is clear who the authorized parties are. Assigning roles will allow the committee to determine where support might be lacking to provide to the Executive Team. Discussed within the meeting, this should give us a starting off point to get started with a visual map of who is responsible for what.

The work team will work to determine a method for mapping out a process to prioritize and complete tasks. This includes, working towards identifying ways to structure systematic process to assist in completing tasks.

The group will email Ashlee 5 department "pain points." These items should be prioritized items 1-5 and may or may not overlap with last week's project list.

Next Meeting Scheduled:

Wednesday, July 10th, 2013
Library 221 – Max Merrill
2pm to 4pm