November 7, 2023

Tuesday, October 10, 2023 3:02 PM

Agenda
1:30-3:00 PM

Presenter	Discussion Item	Resources/Links
Erika	College Council Updates • College Calendar • Taking matters from DC to CC	
All	Approval of Minutes • Determine timeline and method for review • Determine who will post to the website	
All	RIP Legacy • How are we handling old data now that Legacy is gone? i.e. unofficial transcripts	
Erika	Report Requests: • Update on use of form • Establish how to get this out there	https://app.smartsheet.com/b/form/0924840bbfeb4c3baacd67226d5e4939
Victor	Updates on Data Dictionary • Discuss Strategies for getting it done • Updates to Student Group/Service Indicator Excel sheets Victor Designated as the DD Driver	Data Dictionary Files link: Data Dictionary (also located in DC Team - Resources - Data Dictionary)
Erika	Review video for next meeting - see post on Teams	
	Meeting notes: College Council Updates • Agreed on summer dates • Talk of how to move forward with calendar ◦ Since college calendar touches so many departments maybe the calendar committee meets with college council.	

- If something is bigger than the college council, Erika B can take it to Data Council

Approval of minutes

- We have our website up, so we can now start uploading agendas and minutes
- Process of approval on minutes
    - Everyone takes a look and we approve them to be uploaded
    1. Polls on the Teams
    2. Council will vote within a week after the meeting
    3. Once approved, we can upload onto website (pdf/word)

RIP Legacy

- HR/Payroll are accessing the old data on a regular basis (employment verification, paycheck, retirement, loan forgiveness, employment status, separation, faculty calculations, etc.)
- Jack/Joshua have easier access to legacy information. They downloaded all the tables.
- At the end, of the day HCM has the necessary data.

Report Requests Form

- David/Victor/Joshua were to discuss
- We don't think we need to rebrand this form since it's already on our website, and people are becoming more aware of it
- IE is making it part of their processes
- It's a SmartSheet that goes to Joshua, and then he'd have to forward to corresponding BSA
- Should we have pillar leads added to the document/notified when a request is submitted?
- David/Victor/Joshua will work on a workflow. Victor will take this back to team to work on.
- Katie is okay with being included, but if it becomes too much then she may want to be removed
- Stephanie is okay with being included
- Establish how to get this form out there
- If you're trying to present data to a large group/report, how do we get

this information out there?
    - Joshua has gotten it out there with work on STEPS
    - Victor said he can send this out when requests come in
- Should David and Victor have access to this smartsheet? This can be a discussion to have with Joshua.
- Possible pillar lead access, but without edit view? This can be a further discussion
- Good idea to have someone else as backup for when Joshua is out

Updates on Data Dictionary

- Victor visited with all pillars and breaking down what we have so far. Meeting with leads. Each pillar is different and needs different things. Victor would like to start with CS pillar since that's what we have the most to address, and most chaotic and lead the way to round up the other two pillars. Finding some upcoming down time to work more on this
- Erika can delegate some of her duties to others in her area for help.
- HR is able to delegate
- FIN pillar is constantly changing. Challenges is that they can't just create a query, it has to tie to general ledger, etc., due to how the data is housed.
- Katie suggests looking at one area at a time, like looking at the P-card and how it follows through int our general ledger. You can look at it from AP, purchase order side, projections side. There are different sub-sections of the FIN pillar, and we don't do it all at once. Do it in order of priority. Focusing on the areas where the end user is entering data
- Erika started work on service indicators. When do we create student groups and when do we create service indicators.
    - Generally both are ways to group students together
    - If you need something that has long history connotations, and needs to be part of an enrollment group, milestone,

    - waiver = student group
    - Short, quick, temporary, needs to be easily added/removed= student indicator
    - Hopefully data dictionary will clarify this
    - See Erika's notes from Data Dictionary Service Indicator (located in Teams, Resource-Documentation, Files)

Video

- Please watch video (1 hour)
- Creating a bottom-up approach. Getting their involvement.
- Delegate duties and get their buy-in and support and wanting to assist
- Data Governance- it takes time!

College council has a suggestion for topics to consider at their meetings. Does Data Council want this?

<u>For Next meeting</u>

- [ ] Queries: What would the training cover. Who would be our targeted audience. How to get people to attend training
- [ ] Bring thoughts/ideas from video

<u>Attendance:</u>

Jack C, Stephanie G, Victor L, Erika B, Gerald Sampson, Nick V, Katie R, David R, ~~Joshua S~~, notetaker: Jessica R