

COCC Data Steward Group Meeting Notes

Wednesday July 10, 2013

2:00 to 4:00 pm

Board Room, Boyle Education Center

Attendees:

Brynn Pierce, Ed Sea, Jenni Newby, Chris Mills, Lisa Bloyer, Laura Boehme, Chris Egertson, Stephen Newcombe, Jason Frost, Ashlee Premo

Educational Moment, Different Types of Data – Ed Sea

Two types of data used at COCC

- Structured (Data in databases)
 - Banner
 - Blackboard
 - Ektron (COCC Website and Google Analytics)
 - COCC Foundation
 - Helpdesk (ITS and Banner)
 - Community Learning, File Maker Pro
 - MS Access Databases
 - ITS Network and Server Statistics
 - Library databases
- Unstructured or Big Data
 - Emails
 - Documents on the N:Drive

Types of Databases

- Relational Databases – A collection of organized tables that relate to each other, which helps minimize redundancy and input data validations to reduce error.
- Operational Database – Is accessed by a user interface or operating system. This database stores information allowing users to enter, gather and retrieve data and share information across departments.
- Data Warehouse – Is generally used for reporting and data analysis. Data is uploaded from an operating system and stored as a historical snap shot, meaning once the data is uploaded it is not updated.

Banner Reference Information

In the future, data steward should know where this information is and know the details of their assigned tables. \\ad.cocc.edu\network\Banshare\Manuals\api_erd_index_guide\index.html

- Application Program Interfaces (APIs) – Provides programmers with a user friendly format to utilize various functions and produces within Banner.
- Entity Relationship Diagrams (ERDs) – Provides a map showing which tables are related in a relational database.

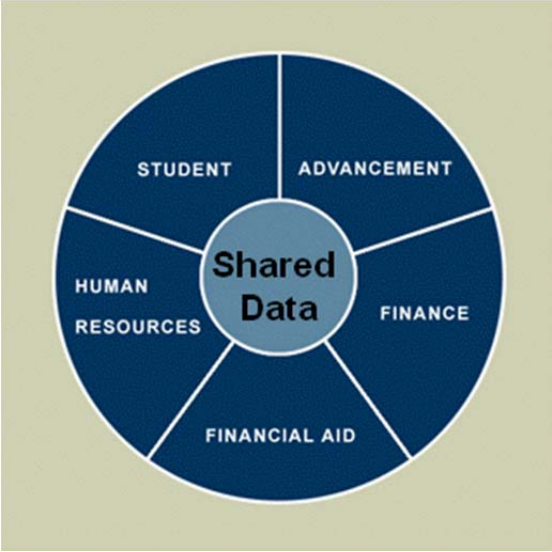
What is Shared Data?

Banner has multiple administrative systems or modules. Once “shared” information is entered into the system it can be used by other systems. For example, a student’s ID might be entered in to the student administrative module but also be accessible in the financial aid module. This allows for consistency which is important in comprehensive reporting.

Potential Issues with Shared Data

- Who owns the data and who is responsible for it?
- What are data entry the standards and who will maintain and validate these standards?
- How are changes in data verified and implemented and which department is responsible?
- Who has the ability to query, update and grant or deny access to this data?

Shared Data Across All Systems	
ID Number	Marital Status
Name	Deceased Indicator
Address	Deceased date
Phone Number	Religion
Email	Citizenship
Gender	Ethnicity
Date of Birth	SSN
Confidential Indicator	PIDMS



Shared Data Across Some Systems				
Degrees	Majors	Institutions	Activities	Levels
Departments	Colleges	Buildings	Rooms	Honors
Emergency Contacts	Medical Information	Visa Type	International Information	

Review Data Stewardship Definitions & Map:

No suggested changes to the data steward definitions

Suggested changes to the data steward map:

- Carrie Coil should be added as a data steward for the foundation
- John Armour should be added as a data steward under instruction
- Add facilities, campus services, bookstore, security and CAP center
- Combined Instruction for Community Learning and Credit. Add Non Credit instruction.

Subcommittee for data steward implementation recommendations

Will work to refine job descriptions for each of the data steward roles (Owner, Custodian, Steward and User), complete and refine the data steward map, and provide a recommendation to the E-team for implementation. Potential subcommittee members:

- Ed Sea
- Chris Mills
- Laura Boehme
- Jerry Schulz or Stephen Newcombe (TBD)

Potential Projects & Establishing a Work Plan:

Projects List

The work team has taken the list of projects submitted by the data stewardship advisory committee and categorized them by the following themes:

- Data Steward Concept:
Establishing Data Stewardship Roles across College and assigning responsibility to roles/individuals that covers: data ownership, maintenance and consistency, understanding of data utilization across the institution. Includes defining roles, documenting duties associated with roles, educating the individuals in those roles (training).
- Data Management Tools:
Data Warehouse, efforts to get one, plan to prepare for/implement. Additional hardware and software needs where institutional support and investment would be needed to implement.
- Data Procedures Manual:
Creation and implementation of data standards manual, including a glossary of data related terms campus wide, establishing and documenting data management process and procedures, establishing naming conventions, inventorying data blocks/reports, etc.
- Data Security:
Creating policies regarding levels of access to College data - Work study, irregular wage, CE login information, etc.
- Training:
Numerous training needs related to Banner, Argos, Data Stewardship, etc.
- Data Implication Projects:
Includes managing and utilizing the data and systems we have in place that are not functioning as efficiently as they could be.

Voting Exercise

The committee was asked to decide which theme to tackle first by way of voting. Voting excluded two categories. The data stewardship concept theme is one that is considered top priority and will continually be worked towards. The data implication project theme is one the group will address on an ongoing basis to determine why these projects are not being addressed. The group voted as follows:

1. Data Procedures Manual (15)
2. Training (7)
3. Management Tools (4)
4. Security (3)

Project Discussion

The committee agreed that all themes will overlap. The goal is to tackle one item this year which will help us determine what we can accomplish next year. Projects will continue outside this workgroup.

- Training:
 - The group agrees that we should better utilize the available training resources and document what we currently have available.
 - Create a list of training resources for management which includes quantifying how long the training will take and who owns those procedures.
 - A manual or documentation should go along with training.
 - Making sure employees know what is currently available. Create a website or common area with training links. Post banner short cuts and reports to Commlines.
 - If needed recommend training purchases to the E-team.
- Data Implication Projects:
 - Some projects are institutional, what role would this committee have in getting those implemented?
 - Recommend solutions to the E-Team
 - Work with other committees (Institutional Viability, TAC, etc)
 - Put tools in place to facilitate a decision making process as its sometimes unclear who the owner or decision maker is.
 - Create clear proposals including solutions, costs and implications. Document our work well and hopefully someone will make a decision.
- Data Procedures Manual:
 - There are plenty of schools with these types of manuals who also use similar software. We do not have to reinvent the wheel to implement this manual. We also do not have to finish the document before we start using it.

Next Steps:

- The Data Steward Work Team will map out a timeline of next steps
 - What does the manual look like?
 - What content do we need to gather?
 - What resources do we currently have to complete this work?
- An email will be going out pertaining to all Data Implication Projects. We'll be collecting descriptions to better understand and document these projects.
- Look into rescheduling fall meetings due to conflicts

Next Meeting Scheduled:

Monday, August 12th, 2013
Campus Center - RM 116
2pm to 4pm