COCC Data Steward Group Meeting Notes
Monday August 12, 2013
2:00 to 4:00 pm
Room 116, Campus Center Building

Attendees:

Brynn Pierce, Ed Sea, Jenni Newby, Chris Mills, Lisa Bloyer, Jerry Schulz, Pam Beyer, John Armour, Chris Egertson, Stephen Newcombe, Ashlee Premo

Educational Moment, Banner Account Request Process – Chris Mills

Workflow for setting up, modifying or terminates Banner Accounts

When opening any banner ticket request form, see new banner account information located below the ticket description.

Workflow process:

- The supervisor submits requests or modifications
- The request is reviewed by the MIS team and/or any necessary data owners (example: Finance)
- Each user will be asked to accept a Banner Security Agreement. Once the agreement is accepted, the ticket is automatically updated and the banner account is activated.
  - New banner account users will be contacted and assisted with logging in for the first time.

Irregular wage users are those that are not receiving benefits and have a start/end date or are considered temporary. Part- time employees are considered permanent or benefited.

There is some concern regarding work-study students having too much access in Banner. A finance auditor is also looking into who has access to what and if it's necessary. Work-study students are currently receiving a modified back ground check (similar, but not the same as employees).

- Who determines access rights or has "supervisor" permissions to grant access?
- Should we take a recommendation to college affairs?
- Should Courtney Ford (FERPA representative) be involved?

Data Steward Sub-Committee Update – Ed Sea

The Sub-committee currently consists of Ed Sea, Chris Mills and Stephen Newcombe. The committee is currently working on researching other schools definitions for Data Steward roles (Owner, User, Steward, etc). Once gathered they will be working on attaching responsibilities to those roles and/or providing a job description of sorts.

Moving forward we need to define roles and find any holes in COCC's coverage in order to present our findings and a preliminary map to the E-Team. The goal is to present to the E-Team in October 2013. What do we need to carry this out?

Work Plan & Template – Brynn Pierce

Work plan
We've established a draft of previously voted on thoughts/goals with arbitrary end dates:

- **Data Stewardship Concept**
  In order for the College to be better stewards of data, a conceptual framework of what that means and the work entailed is required. The Committee will be working to establish data stewardship roles and definitions create a map of positions that need to be identified into those roles and develop a plan of rolling the concept out across the institution. The goal is to have a recommended approach to COCC's Executive Team by October 2013.
- **Data Procedures Manual**
  In order for the College to be better stewards of data, a data standards/procedures manual needs to be in place to outline and document how the College manages data, the policies and procedures around how the College enters, maintains and reports.... this needs help!
- **Training**
  The College has numerous training needs related to Banner, Argos, Data Stewardship, etc. The Committee believes that training is a necessity within and beyond the scope of data and will look to provide support to college initiatives promoting this activity... again... help!
- **Data Implications Projects**
  Most areas of the College have pending tasks and projects that revolve around inefficient management and utilization of data and associated systems. The Committee intends to address these pending items at monthly meetings as a way of both vetting and improving the priority initiatives established by the Committee and offering practical guidance towards tackling the pending activity.

We plan to make this work plan available online and public at some point so the College can see what progress we are making. We might consider adding flags or including information pertaining to when recommendations are presented to the E-Team.

Template
We've created a draft template for recommendations going to the E-Team. Currently there isn't a campus wide template being used, so when ours is complete we may consider teaming with other committees to standardize a recommendation form/process.
- Could possible add a "problem/issue" section at the top of the template
- Add a section on how the issue/solution connects to core themes.

Recommendation Template
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:

Data Standard Procedures Manual – Ed Sea & Chris Mills

A sub-committee will be formed to research and determine a work plan to present to the E-team to start compiling information for the Data Standard Procedures Manual. The goal is to have a living document with released revisions posted publicly.

Once the sub-committee meets, the intent is to outline this like a formal project, outlining components, participants, planning the recommendation and implementation).

After researching other school's manuals, some sections for our manual may include:

- Data Administration (Defining roles, Confidentiality, username formats, changes, etc)
- Data Input (Standards, Validations, Modifications to Legal Name, ID'ing Data Steward, etc.)
- Unique Records (Multiple PIDMS, Validations, etc.)
- Identification (students)
- Address Information
- Telephone Information
- Biographical Information (Gender, Birth Date, Age, SSN, etc.)
- Email Information
- Emergency Contact Information
- Naming Conventions/Standardization
- Data Changes
- Abbreviations
- Miscellaneous

Additional Meeting Discussion:

Banner:

- New Banner user documentation (for those just getting started) will be posted or distributed publicly.
- It was recommended we include video training which has been determined costly at this point.
- Banner bookshelf should now include the most up to date information for users.
- Updates or Releases:
    - A ticket will be created for all new releases, including documentation pertaining to the upgrade (outlining any changes)
    - Users/Departments will be notified by or added to the ticket
    - Users/Departments should review this information carefully to determine if there are any issues with installing the update
    - Once cleared the changes will be moved into Banner PREP and Tested.
    - Once any issues are cleared in PREP the changes will be moved to Productions and the same issues tested.

Next Meeting:

Tuesday, September 10th, 2013
Boyle Education Center – Board Room
10am to 12pm