Attendees:

Bradley, Kay	Athletic Department	Present
Day, Rochelle	Institutional Research & Planning	Present
Diesso, Steve	Admissions Office	*Not represented*
Fantetti, Kristine	University Advancement	Present
Halbach, David	University Center	Present
Marsh, Dawn	Financial Services	Present
Nelson, Bob	Financial Aid	Present
Parker, Theresa	ICIT	Present
Patel, Rajen	Resident Life	Present
Ritter, Scott	Center for Students with Disabilities	Met prior to meeting & briefed him
Shah, Tapan	Director of IT for Grad School & CE	Present
Srimani, Abhijit	Financial Services	Present
Wozniak, Donald	Registrar's Office	Present

Special Guest: Provost Kopper

Meeting notes:

Meeting started promptly at 3:30 PM in UC 266

Members were asked to introduce themselves and briefly describe what type of data each of their units enter, collect, and reports.

Provost Kopper addressed the group thanking them for their service and noting the increased need for data reporting on campus which impacts all units. She indicated that in various conversations it has become clear that the university has grown and there are instances in which the "left hand does not know what the right hand is doing" and that we may be doing things because "we have always done it that way". By bringing together the people who are on the frontlines who understand data within their departments we can be more efficient. The goal & mission of the group will be to share information and discuss ways of working together to be more efficient. Provost Kopper left the meeting at 4PM to allow the committee to begin their discussion. A PowerPoint presentation addressed the following topics:

- This committee was formed to address the data needs of campus and to offer recommendations to improve data entry, collection, reporting, and support cross unit collaboration.
- Members were specifically selected because they have comprehensive knowledge of the information flow within their units.
- The committee is expected to provide recommendations to the Middle Tier on how to improve data flow and improve communication between units.
- Change will occur when the committee submits a recommendation to the Middle Tier for execution and approved by the Executive Tier.
- The committee will work to create data transparency within the units, by having each member complete a comprehensive survey about their units flow of data. This information will be consolidated and distributed back to all members.

Action items:

- A draft of the questionnaire will be sent to all members for feedback and modifications. Question explanations will be added where requested, additional questions will be added based upon member feedback, and modifications to questions will be included where applicable.
- Once approved by the committee for distribution, a Qualtrics survey link will be sent to each member. The survey will provide the following:
  - o The member will be able to close / reopen the survey to make adjustments and improvements to their responses;
  - o The survey will provide the member an email of all of their responses for their records;
  - o The survey will be open 30-45 days (based upon member feedback).
- The consolidation of the information on the questionnaire will be used as a starting point for the next meeting.
- If there are any units not represented who you feel should be, please contact Rochelle immediately.

Comments & questions from the committee included, but are not limited to:

- Where does the information we report on actually go?
- There is a lack of knowledge as to what each unit does and what information is collected and how it's used.
- Identifying what information can & can't be shared with other departments.
- It is acceptable to say 'no' you can't have this information, but provide an alternative option to the requestor.
- Small units do not have the means of reporting data for themselves, prompting a need for a centralized solution to address these needs.

Meeting ended at 4:28 PM

Additional information on campus Data Governance:

Information on the Middle Tier of Data Governance: http://www.uww.edu/icit/governance/middle

Information on the Executive Tier of Data Governance: http://www.uww.edu/icit/governance/executive

The Operational Tier will also be added to this page: http://www.uww.edu/icit/governance/

Next meeting: December 8th, 2014