

## FALL 2018

The Data Governance Task Force (DGTF) first convened on September 28, 2018 with Todd Bruce, Maria O'Connor, Jennifer Dillon, Michelle Reynard, John Sully, Claudia Wenzel, and Jennifer Rick.

### Accomplishments

- Established Task Force Structure.
  - The Data Governance Task Force is comprised of key data representatives who have a vested interest in data governance from Budget and Financial Analysis, Human Resources, Institutional Research, ITS, the Provost's Office, Student Enrollment and Financial Services, and the Registrar's Office. Additional representatives will be brought in, as needed when the Task Force begins to expand its work across campus (from [the charter](#)).
- Designated Maria O'Connor, Director of Institutional Research, the Task Force chair.
- Decided to meet every other week for one hour.
- Established the Data Governance website, which contains the Task Force's meeting agendas and minutes.
- Identified John Carroll's data systems (e.g., Banner, Slate, etc.) and the kinds of information housed in each.
- Met with EAB concerning upcoming Data Hub.

## SPRING 2019

At the end of the Fall 2018 semester the Task Force decided they would need to meet more frequently and for longer in order to accomplish more. Beginning January 4, 2019 the group convened every Friday for two hours.

### Accomplishments

- Approved the Data Governance Task Force charter.
- Discussed student data life cycle at John Carroll, topics covered include:
  - Admission (undergraduate and graduate student)
  - Financial Aid
  - New Student Orientation including Advising
  - Housing, Billing, and Meal Plans
  - Courses, Course Schedule, Course Enrollment, Registration, Course Fees, and Degree Audit
  - Curriculum, Programs, and Awards
  - Courses in Canvas, Coursework, Use Metrics, Course Evaluations, and Assessment
  - Credits, Grades, Academic Standing, Grading, and Graduation

- Invited the following people to Task Force meetings to discuss data:
  - Colleen Sommerfeld (CAS Graduate Admission)
  - Kris Tibbs (Boler Graduate Admission)
  - Kathy Gilway (Advising)
  - Lisa Cornelius-Brown, Brendan Dolan, and Jim Kohan (Res Life)
  - Angela Krueger and Gabriela Wanless (Registrar)
  - Jay Tarby (Canvas)
  - Sherri Crahen, Lisa Ramsey, and Kyle O'Dell (Student Engagement; for future meeting)

## **SUMMER 2019 TASKS**

- Continue to meet weekly in Summer 2019.
- Identify and define the data roles (e.g., custodian, steward, user, etc.) at John Carroll.
- Finish discussing the student data life cycle.
- Begin discussing employee data life cycle.
- Establish student data access policy.

## **FUTURE TASKS**

- Generate data dictionary, including data standards
- Conduct Argos report audit
- Establish data retention policy
- Offer campuswide, data-related training