Meeting Recap
July 21, 2022

Attendees: Charles Cooper, Jackie Barker-Dennis, Tarji Kinsey, Tansha Gillins, Dr. Lauren Lopez, Shemitria Smith, Rita Raines, Taneshia Stevens, Crystal Law, Merlavette Jackson, Palmira Wakhisi, Sarah Hall, Cheryl Pollard, Stephanie Holloman-Curtis, Dr. Lorri Saddler, Erica Jamison and Zandra Everett

I. Opening Remarks – Dr. Lopez gives explanation and purpose of the Data Management Committee. The concentration will be on Banner and third party software that connects with Banner. Tarji Kinsey will be the chair of the committee and facilitate meetings and committee meeting goals.

II. AY 2022-2023 Committee’s Goals – Tarji Kinsey shares the agenda and defines further the purpose of the group. There have been so many new forms, systems and changes in Banner and we need to get a handle on them. This committee will be the gathering space for us all to talk about the changes/updates and how it affects each area.

Housekeeping Rules: Meet every third Thursday of the month. Meetings will not require all members each time. An invitation will go out to those members who are required to attend that meeting. If, you are unable to attend, please send a proxy.

a. Identify operational changes made within Banner to include but not limited, to, new codes, forms and integrated third-party platforms – A list will be emailed with all known Banner software being used. Request for everyone to review and add missing/updated information.

b. Banner Security Roles – assist OITC with completing task. Data stewards have been identified from each area. Follow through is needed to complete this task. Each area should review the security roles for their area as OITC reaches out. Top priority to be completed.

c. Updating Guidelines for Data Standards, Data Integrity and Security – documenting everything. Stays on agenda until completed – A central repository has been created in TEAMS to house all documentation. It will be the space to share changes and keep documents regardless of personnel changes. Each member of the committee will receive an invite to join the group in TEAMS.

III. Closing Remarks - Action Items – The following for review and follow-up by committee:

a. Meeting minutes recap
b. Zoom recording of meeting
c. Review list of third party software list
d. Data Standards document
e. Email projects to Dr. Lauren Lopez, Tarji Kinsey and Zandra Everett that need immediate attention for next DMC meeting

NEXT MEETING: August 18, 2022 at 11 am