

## Data Governance – Meeting Minutes 02/27/18

### Discussions as follows:

**Student Type History Loss:** This is a training matter that we are discussing with records. The SPRO field of Student Type is being overwritten instead of a new one being added in. **(Records)** please send communication out to update staff on correct procedure to update student type. Issues with billing occur when the correct student type is not updated. **(IT)** Toby may be able to run a SPRO access report to see who is not entering data correctly, to help and direct training.

**(IT)** Can we audit to see who is changing the types? Marcie- Yes

**Residency Updating Student Type:** Student type is not always getting a residency update. These two go hand in hand. How does Zac want to handle updating these residency types after the report is run?

Answer: Send to Renee for updates. All procedures are documented and can be shared with staff in training.

**RACE: Asian/Pacific Islander versus Hawaiian/Pacific Islander.** In April 2016 Ellucian added new race code. Should we add this to the admissions application? Answer: yes

Would need to be changed on: Guest application and the JC/EC applications. All of these application go into colleague. IT is looking at making the application for Hillsdale and LISD electronic, currently they are paper applications. Timeline: Before Fall Registration March 21<sup>st</sup>.

Should we survey students to see if they would like to update your Race? **(Amy)** From a HR perspective people do not want to self-identify, does not think we would get much Info back.

**Primary Pathway: Webi Status update** – Subcommittee met on Primary pathway – Primary pathway for staff to use in webi in the order of: Bachelors, AAS minus pre programs, AA, AS, AGS, Certificates excluding GLTR, GELD Certs (General Transfer and General Ed, another one that falls into transfer Behavioral Science Cert), Concentrations, then Skill Sets, Non-degree, Personal Interest. If there is a tie, go to the one that was most recently added.

**Gad year – HS Update.** Leadership has set this as a priority. Graduation year is now mandatory on our application and last High school attended. The Student can choose (other) if they didn't graduate or were home schooled. We can get info from National Student Clearing House. We may be getting data from CEPI to update MISchooldata. Do we need to run reports to get high school years and last high school attended? We could potentially upload on the back end. Perhaps take the **last year** of students to get it upload to make external reporting more accurate.