

## **DATA Task Force (DTF)**

***The Data Task Force (DTF) was created July 2019 by Dr. Jason Morrison, Chancellor. The committee members consist of:***

- Laura Johnson (Chair) – Dir. of Information Technology & Telecommunications Services
- Beverly Ellis - Advisor
- Connie Riley – Dir. of Financial Aid
- Rita Givens – Research and Statistics Manager
- Dale Tommey – Controller
- Traci Rushing – Instructional Designer
- Wayne Banks - Registrar

***The goals for the committee were as follows:***

- Identify Current Issues
- Examine other processes/institutions/experts
- Create a streamline process to correct errors and increase education
- Optimize DATA extraction and reporting

### ***Results/Activities of the Goals for the Committee***

#### **A. IDENTIFY CURRENT ISSUES**

- We look at the other reporting areas campus as it relates to ADHE and found that the Registrar's and Admissions Office are the areas needing to be address, mainly the Jenzabar PX STUDENT file.
- The IR office alone with the committee chair started working with the Registrar's office on those issues.
- The ITTS director will be revising the Registration Menu for users not in the Student Services department to prevent unauthorized data updates.
- The committee made recommendations to the Rocket Nation Council to revise the readmission statement in the Student Catalog to clarify "period of absence" and the Council approved the revision. It now stated as follows:

A former SAU Tech student who applies to re-enter SAU Tech after a period of absence must file an official transcript for each institution attended since SAU Tech and comply with current admission procedures and degree/certificate requirements and procedures. A period of absence represents one academic year or an absence of three consecutive academic semesters (i.e. fall, spring, summer I, and summer II). Summer I Extended is included in the Summer I academic semester.

B. EXAMINE OTHER PROCESSES/INSTITUTIONS/EXPERTS

- Wayne, Rita and Laura visited SAU Magnolia to look at their processes and discovered some things that we will be addressing with Dan in order to submit the ADHE file straight from PX. We were planning to visit other PX schools about their processes, but we haven't had a chance so the committee chair elected to make the calls to the Admissions/Registrar's Office of each PX school and report back to the Data Task Force on the next meeting.

C. CREATE A STREAMLINE PROCESS TO CORRECT ERRORS AND INCREASE EDUCATION

- The IR and the ITTS director are working with the Registrar's office on creating templates to easily isolate areas of invalid/missing fields. The main file we are working on is the STUDENT file and the process has been VERY helpful. COURSE, INSTRUCTOR, and REGISTRATION file will be next. This template will be shared with the Admissions Office as well.

D. OPTIMIZE DATA EXTRACTION AND REPORTING

- Haven't done much with this, yet. Looking at ways for non-PX users to extract data. The ITTS director will be doing DMS training in the upcoming to query data from the Jenzabar PX system. IR's office has a dashboard called Tableau that we will . I am looking at Cyber Query as well. Cyber Query is what SAU Magnolia is using to extract from their PX system. I am waiting on a price. These will be two dashboards the Data Task Force will be looking at as well.

E. NEXT MEETING

- January 7<sup>th</sup>. We are planning to meet the beginning of each semester. This will allow us to recap on issues after previous ADHE reporting cycle.
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# APPENDIX

Committee Minutes

## **Data Task Force Meeting Minutes**

***Thursday, July 18, 2019, 8:30 – 10:30 a.m. Administration Conference Room***

### **ATTENDANCE:**

Laura Johnson (CHAIR), Rita Givens, Wayne Banks, Dale Tommey, Connie Riley, and Beverly Ellis.

### **MINUTES:**

Chairperson spoke about checking the integrity of our data. Each committee member gave reports (hand-outs were given) in their specific areas as to what data goes out internally and externally and how they are checking to make sure the data is accurate and up to date. The Registrar visited with SAUM on their processes and brought back screen shots. Laura and Rita will visit with Daniel Grimmett on July 22, on their ADHE processes as well.

Chairperson asked if a decision had been made on entering the data for the Athletic and Career Pathways fields. The response was that David would collect the data and the registrar's office will be responsible for entering it. A decision also needs to be made on which office (Admissions or Registration) will be changing codes. Laura will check on the exam types.

Chairperson will get with other schools in Arkansas who are running PX so we could meet with them. Those included are:

### **PX schools**

ARKANSAS STATE UNIVERSITY – MOUNTAIN HOME  
COSSATOT CC – UNIVERSITY OF ARKANSAS  
HENDERSON STATE UNIVERSITY  
SOUTHERN ARKANSAS UNIVERSITY  
SOUTHERN ARKANSAS UNIVERSITY TECH  
UNIVERSITY OF ARKANSAS CC – HOPE  
UNIVERSITY OF ARKANSAS CC – MORRILTON  
ARKANSAS NORTHEASTERN COLLEGE  
NORTH ARKANSAS COLLEGE

The chairperson will check to see who the REG users are and if they need full access to the Registration module. She stated that some major damage could be done to our data with users not understanding their access.

The next meeting date has not been set.

## Data Task Force Meeting Minutes

***Wednesday, September 4, 2019, 9:30 – 11:00 a.m. Administration Conference Room***

### **ATTENDANCE:**

Laura Johnson (CHAIR), Rita Givens, Wayne Banks, Dale Tommey, Connie Riley, Traci Rushing, and Beverly Ellis.

### **MINUTES:**

Previous minutes were accepted. Chairperson gave a re-cap on the responsibilities of the Data Task Force. Chair Johnson also stated that the goals of this group are: to identify current issues, examine other processes/institutions/experts, create a streamlined process to correct errors and increase education, and to optimize DATA extractions and reporting. Chair Johnson stated she would contact some of the other colleges and schedule a visit for us to meet with them on their processes.

Prior to the meeting, Chair Johnson asked that each task member bring handouts of their process on how data is checked for errors. Handouts were given by Wayne Banks, Dale Tommey (if needed), and Rita Givens. After which, the next meeting Institutional Research Director will meet with us to give specific details of the errors that are causing problems for reporting.

The registrar stated that sometimes when users are in POISE, errors are being made. The IT Director will identify those REG users who do not need full access to the Registration module to eliminate some of those errors being made unknowingly.

The re-admission policy recommendation will be presented at the Rocket Council meeting on Monday, September 9. The updated policy is ***“A former SAU Tech student who applies to re-enter SAU Tech after a period of absence must file an official transcript for each institution attended since SAU Tech and comply with current admission procedures and degree/certificate requirements and procedures. A period of absence represents one academic year or an absence of three consecutive semesters or more.”*** This updated policy was sent through email after questions and comments from the previous one that was voted on during the meeting.

The meeting was adjourned by the Chair. The next meeting date has not been set.

## **Data Task Force Meeting Minutes**

***Wednesday, September 11, 2019, 9:30 – 10:30 a.m. Administration Conference Room***

### **ATTENDANCE:**

Laura Johnson (CHAIR), Rita Givens, Wayne Banks, Dale Tommey, Connie Riley, Traci Rushing, and Beverly Ellis.

### **MINUTES:**

Previous minutes were accepted.

Lee Sanders was invited to the meeting to give the group an overview of the processes that are used for ADHE reporting for each area where data is used. He also gave an update on the importance of the Productivity Funding Model.

Current issues are the clean-up that has to be done after data is pulled and has to be changed manually includes:

Test Scores

Students who have POISE generated SSN (International Students)

Team taught classes and Course Sequence #s

Chair Laura Johnson will check with other PX institutions on their processes and schedule a meeting so that the group could go and see their processes. The IT Director will identify those REG users who do not need full access to the Registration module to eliminate some of the errors being made.

The meeting was adjourned by the Chair. The next meeting date has not been set.

## **Data Task Force Meeting Minutes**

***Wednesday, November 6, 2019, 9:30 – 11:00 a.m. Administration Conference Room***

### **ATTENDANCE:**

Laura Johnson (CHAIR), Rita Givens, Wayne Banks, and Dale Tommey.

### **MINUTES:**

A motion was made and second that the previous minutes be accepted as written.

Laura Johnson gave a recap on the goals of the Data Task Force and the results of each:

- ✓ Identify current issues – most errors are coming from Admissions and Registrar's office.
- ✓ Examine other processes/institutions/experts – Wayne Banks, Laura Johnson, and Rita Givens visited with SAUM on their processes. Chair Johnson will make contact with other PX institutions on their processes via phone and give an update on processes to the DTF. She will provide a form to DTF members for questions of those institutions on examining their processes.
- ✓ Create a streamlined process to correct errors and increase education – IR is working with the registrar's office on creating templates to use for invalid/missing fields in the student file which is causing most of the errors. However, templates will soon be created for each file.
- ✓ Optimize DATA extraction and reporting – work in progress

Registrar's office seems to have an overload of work and lack of staff to input all of the data that comes through their office. Laura will contact different schools to find out their processes on entering Non-Credit Workforce & Fire. It would be a big help if those departments could input their own information. This would take a big load off the registrar's office.

The Readmission Statement was approved by the Rocket Nation Council. This will need to be checked on to make sure the new statement is included in the next college catalog.

The DTF will meet outside of the regular Data Task Force meetings to discuss processes for correcting errors and assuring data is accurate with admissions or registrar's offices when needed. This will allow the DTF to only meet twice a year before each semester begins on updates and/or changes.

Chair Johnson has identified all the REG users who do not need full access to the Registration module to eliminate some of the errors being made. She will send an email to those users as to why they need full access to the different modules in POISE. Whatever they are not using, she

will remove. It has been determined that the only offices that need the modules that have access to **“Update”** is admissions and registrar’s office. Everyone else should only be able to **“Inquire.”**

The meeting was adjourned by the Chair. The next meeting date will be January 8, 2020, at 9:00 a.m.