



Data Administration Constituent Group Meeting Minutes

Session: Tuesday, November 4, 4:00 – 6:00 p.m. (15 participants)

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In the short time that we had to meet, it wasn't possible to have an in depth discussion about any of the particular topics. Rather than try to recreate the discussion, it is my intention to outline the topics that were discussed. I hope that if I leave out a particular issue or misstate it, that someone will send a note to the listserv and expand on my comments. In most cases, I was able to capture the thought but not the individual. If anyone wants to continue discussion on any of the topics, please send a note to the list and hopefully it will encourage additional responses.

The topics for discussion were as follows:

- Everyone was encouraged to use the Data Administration Constituent Group listserv (DASIG@LISTSERV.EDUCAUSE.EDU).
- Are folks still using SSN for student IDs and how are they moving away from this?
At least half of the folks are still using SSN as the student ID but all are planning to transition off to some sort of generated ID. There is a recognition that SSN will still be collected for federal reporting and identity matching purposes, but can not be required.
- Is there a policy at your institution about allowing access to university data to non-university people such as consultants, vendors, etc?
Only a few organizations have faced this and have solved the problem by allowing only -temporary access via the standard forms, policies, etc. that university employees use.
- Does your institution have a data quality program and if so how is it structured?
Several universities have data quality committees made up of data trustees/stewards, etc. These committees meet to resolve data issues, duplicates, etc. The committees are often chaired by the DA person. One issue raised for the committees is getting the right level of representatives in the meeting (balancing the need to have decision makers with the need to have folks who actually are aware of the data problems). Another issue is how to pick data trustees for some areas where it may not be obvious.
- Does anyone have an "affiliate" system for non-student, non-employee persons?
Arizona State University (ASU) has created a person database for all "affiliates" which includes students, employees, and other folks requesting services. Harvard enters these types of folks directly into the authorization database to grant services. Folks with PeopleSoft can set up a person as an "affiliate." Baylor adds these folks to the HR system as a "non-paid" employee.
- How do institutions handle "code tables" in disparate enterprise systems?
This was an acknowledged problem by universities with disparate enterprise applications (i.e. no ERP system) but no one has a resolution.
- How is the Institutional Research/Reporting office organized and who do they report to?
It seemed like this function was centralized in most cases. At ASU the Institutional Analysis is a sister organization to Data Administration and both report to the Provost.
- Miscellaneous data quality issues that came up:
 - Are students allowed to change their own addresses over the Web?
ASU Allows this but it didn't sound like many other institutions do.
 - Do people use email for official university correspondence?
Most schools still use snail mail for the initial correspondence with the students.

- Are students automatically assigned an email account by their name?
The consensus is yes on this. Many students use the mail forwarding functionality to forward the university email to a personal account.

Submitted by:

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