

## Education/Awareness Meeting Agenda

April 15, 2009

### Discussion Items

- 1)** The flippy book will be mailed next week to about 6500 people; those who indicated that they still needed access to enterprise systems from Mark's mailing in December and January. The memo comes from Merri Beth and her office, with instructions to return if not needed. Don asked how this will be made available to new employees who need access to enterprise systems. Vic suggested that maybe affirmative action and HR might mention this during compliance training or even offer to distribute. Phyllis indicated that the Data Managers should make sure to distribute a copy of this to anyone being given new access to enterprise systems. HR offices throughout the University should also have copies available to new employees. As we identify new data elements as critical, they will be added to this document.

  - a. Don asked if there will be an online version that is kept up to date as this flippy book becomes outdated. Merri Beth indicated that as time goes on we are going to work on the standards and we will concentrate on making these available and posted. Once this is done it will be easier to make updated awareness documents in the future. Don suggested we make this a part of our work plan. Each January look at where we are and what we might need to replace or update in the way of documents. Don pointed out that making information visually interesting is still valuable; so the physical nature is worthwhile.
  - b. Merri Beth pointed out that part of the reason to develop this document was because we had defined a new classification called "critical". Next year, there might be something new that we have to feature.  
The committee commended Merri Beth and Scott on the excellent work done to produce the flippy book.
  
- 2)** Merri Beth reviewed the 2009 work plan for this committee. The committee agreed that for the rest of this year, they would concentrate our education/awareness efforts on this group of University staff.

  - a. Don pointed out that according to the list of items from challenges and opportunities that it is apparent that many of the Data Managers do not even know who their Data Steward is. Vic pointed out that we need to explicitly define the roles and responsibilities of the Data Managers and Data Stewards. Merri Beth pointed out that this information is outlined in the Standards; however, it is not in any great detail. How are people accountable? This comes from historical documents. Vic pointed out that maybe we need some more detail from some of the more experienced Data Managers to flesh this out.
  - b. The group suggested that maybe a memo should come from the Data Steward to their Data Managers outlining their roles and responsibilities and a formal process for improving communications between them.
  - c. Don posed the question as to what we want to work on in the next quarter.
    - i. Determine the role of this committee and where it fits into the process for updating the User Agreement on a yearly basis.
    - ii. Develop a new initiative to focus efforts on Data Managers' awareness/education – agenda item for May 1<sup>st</sup> CDS meeting.
    - iii. Continue work toward merging language of UA and starter kit and implementing it (see #1 and #3 on page 2 of work plan document).
  - d. The group provided feedback for priorities and advice as to what types of actions are needed.
  
- 3)** Merri Beth reviewed the Data Manager Symposiums using the Power Point slides as an outline.
  
- 4)** Don asked how we should handle the Challenges and Opportunities. The decision is to have each committee member send Phyllis the items they feel fit under the auspices of this committee; the

committee members will make a couple of passes at these items. A. Which ones pertain? B. Which ones are we already addressing, and 3) can we do something about the others. Phyllis will collate them into one list. Once this is done, we will distribute the list back to the Data Managers as feedback to their input.

- a. Who is doing roles definitions? We think Executive Committee needs to outline in more detail what these roles and responsibilities should be. Start with Standards but in more detail. Utilize the input from the Data Managers to see what types of information they need. What are the consequences?
- b. Once these lists are compiled, Don will decide if we need a meeting earlier than July 22<sup>nd</sup> which is next regularly scheduled meeting of this committee.

### **Action Items**

- 1) An item will be added to the Executive Committee meeting for discussion at CDS that suggests each of the Data Stewards develop a memo to their Data Managers outlining the requisite roles and responsibilities of the DS and their DMs.
- 2) The individual committee members will send their list of relevant Challenges and Opportunities to Phyllis for collation.
- 3) Merri Beth will update the quarterly workplan based on feedback from the committee