

Attendees

“√” indicates the attendee was present

Leadership Team Member	Representing	√
Joyce Lopes	Vice President, Administrative Affairs	√
Volga Koval	Academic Affairs Data Expert	√
Dale Sanford	Student Affairs Data Expert	√
Amber Blakeslee	Administrative Affairs Data Expert	√
Sandra Joubert-Amiel	University Advancement Data Expert	
Denise Giltzow	Human Resources	√
Melissa Koval	Academic Personnel Services	
Jacqueline Honda	Institutional Research	√
Anna Kircher	Chief Information Officer	√
Staff to the Leadership Team	Representing	√
Ronda Stemach	Systems Analyst, Enterprise Data Management	√
Ward Headstrom	Systems Analyst, Institutional Research	
Josh Callahan	Director, Enterprise Technology	
Additional Participants	Representing	√
Teal Sexton	University Budget Office	√
John Filce	Institutional Research	√
Phil Rouse	Process Improvement	√
Travis Williams	Advancement	√

Agenda

#	Agenda Topic & Meeting Summary	Led By
1.1	<p>Proposal review from 1st subgroup (Teal Sexton, Travis Williams, Jacqueline Honda, Josh Callahan, Denise Giltzow, Joyce Lopes):</p> <ul style="list-style-type: none"> <i>Discussion:</i> What data is available and not; what data is connected and what we'd like to connect. The group talked about different data sources and processes, and the importance of understanding the context of data (student, finance, HR, historical vs. short-term, etc.) <i>Proposal:</i> Develop a Data Source Profile worksheet to be filled out for all campus data sources. This subgroup will meet prior to the next DWLT meeting to further discuss the Data Source Profile, and create a spreadsheet for tabulating responses. <i>Handout:</i> Incorporating ideas from today's discussion, Travis Williams will update the Data Source Profile and distribute it electronically to the Data Warehouse Leadership Team. 	Travis Williams
1.2	<p>Proposal review from 2nd subgroup (Amber Blakeslee, John Filce, Dale Sanford, Phil Rouse, Volga Koval, Anna Kircher, Melissa Koval):</p> <ul style="list-style-type: none"> <i>Discussion:</i> Address process for asking/vetting, prioritizing, and providing informational tools. The group talked about processes for determining what data and reports are valuable to what people/groups. Obligations to report data externally may influence the evaluation of which data sources are more critical than others. 	Anna Kircher

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	<ul style="list-style-type: none">• <i>Proposal:</i> Develop a data request website (humboldt.edu/data). The proposed site would include a process for requesting new reports, as well as links to existing reports and data sources. All data requests would be entered via KBOX for tracking until completion. Data requests can be filtered through “Gatekeeper” and “Dispatcher” roles. Site traffic patterns and request submission history can be analyzed to help refine reports and site design.• This subgroup will meet prior to the next DWLT meeting to brainstorm further, build on the “Gatekeeper” role, and initiate development on a KBOX precursor for the website.• <i>Handouts:</i><ul style="list-style-type: none">○ E-mail from John Filce: IRP data/report request process overview & Data Request Form for Student Data○ Report Request Process overview for humboldt.edu/data website○ DWLT overview: Data Directory/Report Request processes	
2.0	<p>Next Meeting:</p> <ul style="list-style-type: none">• The next meeting is scheduled for July 1st, 9:00am in NHE 113.• Results from the Data Source Profiles will be reviewed, discussed, and organized into spreadsheet form.	
3.0	<p>Other</p> <ul style="list-style-type: none">• Website for Leadership Team Materials, including meeting notes and handouts: https://www.humboldt.edu/its/dwleadership	