



**University of Kentucky
Data Stewards Meeting**

May 15, 2001

10:00am – 11:30 am

Old Board Room, Administration Building

COMMITTEE: Data Stewards
Presiding: Connie A. Ray
Members Present: Rex Bailey, Murray Clark, Karen Combs, Wayne Harman, Marc Matthews, Jack Supplee; Ex Officio: Jayna Cheesman, Penny Cox, Jill Esham, Kathy Hamperian
Guests: Sharon MacLaughin, Michelle Nordin, Tonya Prince
CC: VP Ben Carr, VP Gene Williams
Recorder: JoLynn Noe

AGENDA ITEM	DISCUSSION	ACTION
<ul style="list-style-type: none"> • Welcome and Introduction of any new members or guests 		
<ul style="list-style-type: none"> • Minutes of Previous Meetings 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
<ul style="list-style-type: none"> • Monthly Data Stewards Report: <i>Personnel Resource Allocations</i> 	<ul style="list-style-type: none"> ▪ An overview of the format of the Monthly Data Stewards Report was discussed. 	<ul style="list-style-type: none"> ▪ Data Administrator will continue to provide monthly reports to the group. The group should review this month's report and become familiar with the format.
<ul style="list-style-type: none"> • New Project Requests Discussion and Prioritization 	<ul style="list-style-type: none"> ▪ Five new Project Requests were introduced to group for review. An explanation was given of how the Project Requests relate to the Monthly Data Stewards Report. General overview of the purpose of each PRF and how the PRF's were prioritized. It was brought to the group's attention that there is a great need for more data elements 	<ul style="list-style-type: none"> ▪



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	<p>to be added to the Data Warehouse for the purpose of creating internal and external ad hoc reports in a timely fashion and meeting CPE reporting requirements. Discussion also included PRF's relating to the purge of Admissions records. Presently there is no way to retrieve purged information that has been archived to tape.</p>	
<ul style="list-style-type: none"> • Communications Strategies – How to involve users? 	<ul style="list-style-type: none"> ▪ General discussion of the need to involve end users in the project request submission process and in the group's activities in general. It was mentioned that HRS/FRS user groups used to meet regularly, but disbanded because they felt that their ideas and suggestions were not being taken into consideration. It was suggested that the group extend an offer to speak with user groups and give presentations to such groups about data administration at UK. The Data Administrator suggested that in the future the group conduct communication electronically as much as possible, because ERP implementation will require decisions to be made quickly. Monthly meetings may be insufficient at that point. Several members of the group pointed out that 	<ul style="list-style-type: none"> ▪ Connie Ray will extend an invitation to user groups to have members of the Data Stewards give presentations about data administration. Marc Matthews will head a sub-committee to focus on communication with user groups. Connie Ray will request that VP Carr give monthly updates to the group on ERP. Jayna Cheesman will add user groups to the "Data Administration Conceptual Framework" document.



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	<p>updates on the status of the ERP would be beneficial. There is also a need for better communication between the Data Stewards and Data Custodians. However, it was noted that it is difficult to schedule a meeting with the Data Custodians because of the large number of people in the group.</p>	
<ul style="list-style-type: none"> • Data Administration Web Site 	<ul style="list-style-type: none"> ▪ General discussion of updates and changes to the website. 	<ul style="list-style-type: none"> ▪ The group still needs to review their personal information on the site and send any changes to Jayna.
<ul style="list-style-type: none"> • Committee Membership: <i>Changes and Representation</i> 	<ul style="list-style-type: none"> ▪ There was a discussion of how the Data Stewards were appointed. It was explained that the President made appointments based on input from his Vice Presidents and Chancellors. Members can be reappointed when their term expires. It was suggested that stability in the group be maintained especially through the ERP implementation, as there is a significant learning curve. 	<ul style="list-style-type: none"> ▪ Members of the group should keep the group apprised of any changes in their membership status, extended leaves, etc. It was agreed that Marc Matthews would preside as chairman in Connie Ray's absence.
<ul style="list-style-type: none"> • Other Business/Items 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪
<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> ▪ Next Meeting: June 26 	<ul style="list-style-type: none"> ▪