University of Kentucky  
Data Stewards Meeting  
August 28, 2001  
10:00am – 11:30  
132 Funkhouser

COMMITTEE: Data Stewards  
Presiding: Connie A. Ray  
Members Present: Rex Bailey, Karen Combs, Roger Huston, Marc Matthews, Phyllis Nash, Jack Supplee, Don Witt; Ex Officio: Jayna Cheesman, Penny Cox, Zed Day, Kathy Hamperian  
Guests: Geoff Malloy for Wayne Harmon  
CC: Sr. VP Jack Blanton, VP Gene Williams  
Recorder: JoLynn Noe

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<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<td>• Welcome and Introduction of any new members or guests</td>
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<td>• Minutes of Previous Meetings</td>
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<td>• Monthly Data Stewards Report: <em>Personnel Resource Allocations</em></td>
<td>Kathy Hamperian updated the group on the student records area. The main priority in this area is the tuition installment payment plan project, which will be in place by spring 2002. The replacement of the student information access system is targeted for completion in mid-November. Web registration for students will begin in January 2002 (for dropping classes only. UK will be hosting the server for a new course applicability system. Students worldwide will be able to use a web-based application to see how classes taken at other universities will translate to UK’s degree programs. UK is one of five Kentucky institutions participating in this project.</td>
<td>None required</td>
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<td>Penny indicated the vacant SIS</td>
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<td><strong>PRF Update</strong></td>
<td><strong>Communications Strategies – How to involve users?</strong></td>
<td><strong>None required</strong></td>
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<td>- #12 KYVU &amp; Electronic Interface</td>
<td>- Follow up on FRS/HRS Users leadership participation as Data Custodians</td>
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<td>- #13 Modification to SIS Address Extraction</td>
<td>- General discussion regarding what the group wants to accomplish at the next meeting of the Data Stewards and Data Custodians.</td>
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<td>- #14 Extend City Field in SIS Address Record</td>
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<td>- #16 Student Installment Payment Plan</td>
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<td>- Jayna briefly updated the group on the status of the above listed PRFs, noting that PRF #12 and #13 are in limbo priority-wise, and that #16 is the current top priority.</td>
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- Jayna Cheesman noted that the KYVU interface project and the extending the city field project are both big-ticket items with no estimated man-months.
- Marc Matthews gave a report on the new paycheck system for employees. The new paychecks, which will be issued beginning September 14, will be perforated and sealed. This new system will be more efficient and will address privacy issues.

- **PRF Update**
- **Communications Strategies – How to involve users?**
- **None required**
potential subjects are data standards and data warehouse.
- At this meeting, both groups will decide if joint quarterly meetings are necessary.
- Jayna will send out an email to the Data Custodians before the October meeting asking them to send her information on any concerns they have with the current process.

### Data Administration Program Structure
- General discussion of Organizational Chart. Everyone agreed the chart needs to be restructured due to both title and organizational changes. The group agreed the box for Institutional Planning, Budgeting and Effectiveness needs to be split into two boxes. It was also decided the box for Vice President for Administration (Ben Carr’s former position) should be replaced with Sr. Vice President for Administration (Jack Blanton).
- Nancy Ray is working on revising ARs for new organization.
- Connie and Jayna will revisit the AR’s and restructure the chart accordingly. They will bring the new chart to the next meeting for the group’s review.

### Other Business/Items
- Data Warehouse update; Jayna presented information to the group about the structural vision of the Date Warehouse. The new vision includes Data Marts, which will shift focus from specific data issues to overall problem solving.
- The group should review the information on the Data Marts and the Data Warehouse subject areas very carefully and give feedback to Jayna.
Jayna explained the difference between the Data Warehouse and the Data Marts. The Data Warehouse will hold cleansed, standardized data. The Data Marts are subsets of data. The Data Marts will integrate the Data Warehouse data for analysis of particular issues. Therefore, users will need to ask themselves what it is they are trying to achieve before attempting to use this data.

Kathy Hamperian cautioned the group that users need to be knowledgeable about the questions they are asking, so that they will be able to interpret the data correctly.

Kathy also noted that there will be a query repository to be used for ad hoc queries.

VP Blanton update and response to Statement regarding new administrative systems; Connie summarized Blanton’s email response for the group. A decision will be made in the next sixty days and Blanton assured Connie that the group’s Statement will be part of the discussion.

The group should begin to form Information Value Chains for their individual departments.

Jayna will distribute blank copies of the Information Value Chain form for this purpose.

Connie will continue to ask for updates on the status of the new administrative systems.

Connie will forward VP Blanton’s email response to the Data Stewards for their review.

- Adjournment
- Next Meeting: September 25, 2001
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