

Data Standards Committee Meeting Minutes

Tuesday, February 6, 2007
Founders Seminar Room

Present: Steve Howell, Pam Stimpert, Ryan Reinheart, Lori Lower, Wendy Schag, Vicki Yoho, Don Prezioso, Rose Martin, Mindy Lawrentz, Gayle Lantz, Karen Little Cara Selan, Curtis White, Brian Wisniewski, Barb Kiser and Dreama Knight

Absent: John Brandon, Sharon Bowling and Mike Russell

Minutes and Agenda will be posted to the IT website

<http://tech.ashland.edu/dscCommittee.html>

Curtis started the meeting off informing the committee that Brian will be leaving at the end of the month. He's taken a position with Notre Dame. Curtis told the committee as we move forward past the important first steps of the data standards our operating monitor is that everyone is invited to the table but if you don't come and you don't like the decisions that have been made you'll have to speak with his boss. We need to move on from phase one to who has access to what. This will also include security issues which Kurt Eckert the Director of Security Networking and Telecom will then need to be apart of the decision making.

Avoid Duplicate Record Creation

Don asked the committee if they reviewed the draft "Avoiding Duplicates within the Datatel Colleague System" and notified Brian of needed changes. There were no thoughts or comments. Don asked the committee to make a motion to accept the draft. **Curtis** moved to accept the draft as policy with modifications and screen shots. All voted yes. Don will distribute in a PDF format and then all offices will need to print out. Curtis stated the draft will also be on the IT website under DSC. Send all changes to Don. Curtis will seek approval on how to proceed with cabinet.

Address Entries

Don asked group if they had any thoughts on how addresses should be documented. There was much discussion on address entries and it was decided that before any decisions are made that it would be good to have Dave McLaughlin attend the next meeting to discuss the criteria for

abbreviations, zip codes and any other address standards needed for mailings.

Additional data entry concerns that will be discussed in future meetings:

- Phone numbers associated with an address or a person. Seems one of the real problems is students sharing phones in dorms. Another issue is with personal phone numbers (cell/car) and household numbers. For normal phone number types, the phone number stays with the address. For personal phone number types the phone number changes follow the person not the address. It may be necessary to look at how we use phone numbers and if we change phone types to “personal”, we will need to change any queries that use phone numbers.
- Privacy codes need to be addressed to make sure students records are not released if requested by the student. What information is needed to write the queries so students do not show up.

Curtis asked the committee to please notify him or Don to acknowledge you've received the document.

Next meeting will be March 6th at 2:00 in the FDR Seminar room.