

# Data Standards Committee Meeting Minutes

Tuesday, January 9<sup>th</sup>  
Founders Seminar Room

Present: Steve Howell, Pam Stimpert, Ryan Reinheart, Lori Lower, Wendy Schag, Vicki Yoho, Don Prezioso, Tony Box, Rose Martin, Mindy Lawrentz, Gayle Lantz, Sharon Bowling, Robert Birkes, Cara Selan, Curtis White, Brian Wisniewski and Dreama Knight

Absent: Barb Kiser, John Brandon, Karen Little and Mike Russell

Minutes and Agenda will be posted to the IT website  
<http://tech.ashland.edu/dscCommittee.html>

Ways to Avoid Duplicate Record Creation Brian passed out a draft “Avoiding Duplicates within the Datatel Colleague System” for everyone to review. It is necessary to come up with a process to identify changes. Brian will send out an electronic document for folks to make adjustments and asked the committee to email him with the changes. The first draft is to determine what steps we need to look at to identify duplicate records. Need the committee’s ideas.

- **Mindy Lawrentz** stated that a few years ago Marshall Green set it up so they could remove records completely. Now they do not have that option. They now have to go in and add “DO NOT USE” to certain fields to note records are duplicates. They try to add it where it will be noticeable when someone is doing a search. **Rose Martin** said that she adds it in the NAE address line. **Don** stated that some folks use other fields; there are several variations of places the “DNU” appears in student’s records, everyone does it different. Brian asked who in Admissions does corrections. Rose said that they do, usually who ever finds it.
- **Don** asked Wendy how it’s done in Development. **She** stated that they can usually remove all duplicates matching ID#’s with Colleague.
- **Mindy** asked if there is a reason they can’t delete records. **Don** isn’t sure; he thought that it was possible. If they try it doesn’t go away. Now if they try to do the same thing the record is still

there. **Rose** added that they also use the file's# (smaller #) when putting in "DNU", because it usually has more information for them, usually been in there longer. **Gayle Lantz** added that sometimes in the application process students are not entering their SS correctly. **Steve Howell** asked if the application asked for the SS# twice. He thought that maybe if the students had to enter it twice they would be more likely unable to screw it up. **Rose** informed Steve that sometimes the prospective student calls in and they give different numbers than what is on the application. They just don't know how to fill out the application properly. **Brian** asked if all these are prospective students **Rose** said yes, until they apply.

- **Brian** asked how Residential Life is affected. **Ryan** stated that it is rarely a problem with housing.
- **Brian** inquired about the Financial Aid office. **Steve** said that by exception sometimes they run into problems with the SS number entries. If the FAFSA SS# is different than what's on our system the record won't match and the record won't import and they have an unconverted record report. **Brian** asked what the percentage **Steve** said that if a student is not in the system, they might send us a FAFSA and have done nothing else through the other departments they will create the record from their FAFSA.
- **Brian** asked about the UG side. **Sharon Bowling** said that their problem seems to be more on the Professional Development or Grad level, not usually the UG. **Vickie** added that this is usually operator error. **Don** asked if duplicates are found do they send it to you for correction. **Vickie** said they have to because usually they have grades posted to both records. **Brian** asked if they take any steps to identify the duplicate record. **Vickie** stated that they add it to the address line and then goes to student accounts so they can take care of the money side.
- **Wendy** stated that they have a significant number of duplicates. This is usually with alum's children whom at the time didn't have a SS #. If they then become a student they get added again through admissions, then when they graduate is usually when we find out that duplicate records were created. **Brian** asked if doing search on SS# and name entries would help with eliminating duplicate records. **Rose** stated that when they are asked to do a lookup in Benefactor they were told to put "no".

They have never looked on Benefactor, because Datatel told them not to. If they are aware that the student is a Legacy Student they will add them. If someone else gives them the same person, but the address is different they get created again. The only way they know if the address is wrong is that they will get mail they sent out returned. **Brian** asked Don if there was a reason they were told not to look for records in Benefactor. **Don** stated that they were able to prior to release 13. **Gayle Lantz** stated that if she knows a student is a Legacy student she will look in Benefactor.

- **Brian** asked the Seminary folks their process for looking up records. **Lori** stated they always look in Benefactor. If they find duplicates they will notify the Registrar's office with any changes. **Don** isn't sure why they were told not to do a search in Benefactor. **Sharon** said that there was a point in time that if you tried to go into Benefactor you would find anything. Some sort of glitch within the program. **Don** went into Colleague to create a record, after hitting "apply" the record he was asked to check Benefactor. **Brian** added that there is no reason to not check Benefactor for duplicates.
- **Don** stated that one of the things he and Brian have talked about is identifying the person in each office/department who should be responsible for cleaning up duplicate records. Specify a person or a couple people on campus. Should we have a duplicate cleanup person or a demographics contact? **Vickie Yoho** stated that because they have student's grades and transcripts only a few people should have access to their records. Should the office involved be the ones to take care of deleting? **Don** doesn't know that we want to state names in the document but that there needs to be a work flow when changes are made. **Rose** recommends that each office be responsible. **Brian** added that this is opening up building the matrix for each department to determine what the student's status is and who's responsible. Fields down the left side to identify whose responsible is an option. It sounds like there are some consistencies in address entries across the board. **Don** mentioned it becomes interesting with Legacy Students. Who owns them? Are they Admissions or Alumni? When students apply Admissions could send something to the Alumni office so any kind of discrepancies and be figured out sooner. Would it

be helpful to send out a list of address changes that occurred in the past week? **Wendy** stated that it would be very cumbersome for the Alumni office because there are so many changes already. **Sharon** stated that it's the same on the student side. **Brian** said that it goes back to what ever the active status is that's who is responsible for the data. A layout is needed to help identify the area the applicant is in. **Rose** asked why all changes are not made on all lists. **Don** stated the real problem is that the Alumni office is currently in Benefactor they will eventually be in Colleague. In Colleague if you change someone's name you have changed their name, but that does not mean that names have been changed for instances on benefit documents in HR. HR may have an issue for name changes, there may be some legal requirements.

- **Brian** asked the committee to look over the manual and email him any adds or changes. We need to be able to start clarifying the fields and status of departmental responsibilities.

Next meeting will be February 7<sup>th</sup> at 2:00 in the Founders Seminar room.

