

Data Standards Committee Meeting Minutes

Tuesday, May 1, 2007

FDR Seminar Room

Present: Vicki Yoho, Mindy Lawrentz, Cara Selan, Ryan Reinheart, Lori Lower, Wendy Schag, Don Prezioso, Rose Martin, Gayle Lantz, Karen Little, Barb Kiser, Sharon Bowling, Kurt Eckert, and Dreama Knight

Absent: Wendy Shagg, Stephen Howell, John Brandon, Pam Stimpert, Tony Box, and Mike Russell

Minutes will be posted to the IT website

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

Administrative data Access Policy

Don started the meeting off with the Administrative Data Access Policy approved by cabinet at the last cabinet meeting. The committee had several questions regarding access. The bottom line is no storing data on any equipment that is not AU owned for security and protection in a controlled environment. Kurt added that doing work with the Datatel software from home leaves the Datatel system open for viruses. Flash drives can have encrypted codes added for saving data with a password created. With this new policy all new faculty/staff will not be able to dial in or use Datatel software and WebAdvisor from home unless it's on AU equipment. After September 1st this will apply to all faculty/staff. Don will be sending out to faculty/staff information on the new policy. It's also available on IT's website <http://tech.ashland.edu/pol-intro.html>.

Sharon asked about training in labs. Don said that she would want to call ahead to reserve the lab and request Datatel software to be installed then it will be removed. Some labs that IT has more control over could have it available for the summer. Datatel software will not be on the lab refresh image. Sharon said that some labs in Dauch currently have the icon on the desktop.

Don stated that Curtis recommends faculty/staff that need to use Datatel software from home should get a laptop for their office/home use. Encrypted links are on all IT loaner laptops for Datatel software.

Colleague Name and Address Standards

At the April meeting it was determined who the data owners would be.

Don moved on to the 1st draft Colleague Name and Address Standards created by Sharon Bowling. The document reflects the Registrar's office. Rose said that her office is for prospect students. Don added that they do not have the necessary information in getting started. The draft needs to state the different stages of the prospective student until they are registered.

Karen asked about the prefix and suffix fields. Don stated that these are code driven and you have several options in the drop down menu.

There were several discussions regarding the draft. The biggest discussion was over using periods and with initials being legal first names. If the person's legal name is an initial a period should follow the initial. Rose stated that if an initial is used for a first name it doesn't look right when she sends out a letter to a prospective student. If the first and second initials are available she'd like them to be combined. Don recommended that Marshall set up documents with personal fields that will create a "letter name" if neither first or middle name is 1 letter long to override and enter in "mail name". Sharon added that if you put the name in "nickname" and not "mail name" it will search by that if a student comes in and gives his name as his "nickname" it will search by that. Don stated that the point of the "mail name" line is that's what should appear on any mailings. Sharon added that in there mail room if it doesn't have their name they won't put it in their box. Gayle asked what have we decided would be correct? Gayle stated that when she gets a web application in the NAE she puts the legal name in the preferred name and mail name fields and adds the nickname in the "other name" field. Don stated what is correct should be determined by this group. Datatel allows a wide variety of options. We need to set the standards.

The draft also states that it's a must to detail in to the address field in the NAE screen. This forces you to look to see if the person has other address options. If you need to do an address change you will then be forced to the address change box. If you select COR this will change any corrections

made. Select the source and say “no” to history you will see the new address and the former address. Mindy Lawrentz added that the “main” address is where the student lives. Ryan Reinhart stated that some students make their dorm rooms and PO Box their home address.

Don suggested the committee wrap it up with the 1st page. Sharon will correct document to reflect each department.

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