EAMT Meeting
July 9, 2014

Conducting: Dave Tobler
Minutes: Beth Myrer
Attendees: Bart Jacobs, Beth Myrer, Chuck Colborne, Colby Callahan, David Tobler, Denise Vandevanter, Elvina Adakai, Joe Belnap, Laura Busby, Liz Childs, Margaret Bellon, Michelle Chatterley, Robert Loveridge, Robert Johnson, Trish Howard
Absent: Andrew Stone, Dan Reynoso, Jacob Ellsworth, LuAnn Smith, Ray Walker, Robert Johnson, Shane Peterson, Wendy Rosenlof

Reviewed minutes from last month – June 11

Notification of email changes
• in Web Tailor, info text
• changes can be made
• a few changes were suggested

Nothing definitive on the upgrade scheduled for July 24
• was a call with Weber and SLC regarding coordinating the upgrades
• Ray is gone the rest of this week, and Dave has not been able to contact Shane
• Need to have the information before July 22 to be able to schedule staff, etc.
• Dave will follow through

Fasttest is available as of this morning – July 9 – for testing

Address clean-up
• have the states scripts as what they do
• focusing on address cleanup, and preventing things from being rejected
• ISO codes need to be populated and made available (was discussed in SCORE and Jeff is working on it)

SSN - two tables left, less than 2,000 are left

Project Priorities
• Denise will create a current report and post it on the EAMT web page
• Will only look at it in EAMT if there are issues

Banner XE
• Waiting for the test ODS piece before Dan move forward
• Have the 9.0 versions installed
• Makes sure that it has complete, functioning streams
• The ODS needs to be cloned at the same time that the prod is – and then they need to be synced up
• Discussion of doing materialized b's (it may be easier) – will come later in the fall or in winter
• Ray is working with a consultant regarding ODS – reported that we are as up to date as possible – will need another consultant for the next set of changes
• Will be talking with Kimberly in the afternoon (of July 10) – will send Mark (consultant for Banner XE) the piece on July 28 to make sure that we have things set up as they are needed for Technology Quick Start
• SCORE is concerned with the timeline – we are way behind, going as quickly as possible but ODS has been delayed (Dan keeps getting assignments which take priority, so ODS keeps getting moved to second on the list – may to reprioritize Dan assignments)
• Clint is trying to work on an advisor-dashboard item and there is a second edition to it, and we don’t have the 1 edition out

Luminus 5

• Tentatively scheduled consultant for the week of September 8
• Still some discussion on rebranding the portal of UVLink– in the hands of the students
• Soft time line – by end of year with a soft roll out in the spring, and live by next summer

Argos

• Security hasn’t been set up so that it can restrict properly

HR

• HR has asked for an upgrade to a long-term clone on July 11

Banner Data Standards

• Delegated to SCORE – should maybe be initiated in EAMT
• Security protocol have shifted and changed – SSN procedures have changed since 2005 (should this be noted in the document – or referred to another source)
• Some things are repetitive (data enter training) and the original has data standards, procedures, and training instructions and unsure if the contents is accurate and current
• Now have a data cookbook that contain standards of definitions of queries and terms
• Data dictionary is a generic term used when looking at a data base and is what the cookbook is to UVU
• Data role dictionary – define roles at UVU to be placed in cookbook, so when staff are changed their access changes are automated
• BI and reporting initiatives – needs to be updated
• What is the acceptable use of data
• Appendix – abbreviation standards (currently only contains street abbreviations)
• Was originally written when moving to Banner – but needs to be consolidated, reference training materials that are found in other locations
• ISO and zip code determinations are not included nor who puts them in
• Has access forms – but none are located in one spot – also ODS and Dashboard access is not located anywhere
• Everyone should review and make notes
• Should define purpose of document and what it should contain – need a starting point and how it relates to the cookbook
• Is there procedure that is documented – is there training that needs to be included (what is being provided by departments that are quick sheets)
• Documents are not necessarily published to everyone and some of the information could actually be located other places that are linked to the standards document
• Need to define needs – have a web page referring interested parties to the data cookbook
• Bring together information and documentation needed for Banner so that it can be compiled into one document
• What don’t we want on the web – security – and sometimes access is only for those that can login
• Need to have a table of contents of what is available
• Need to know who has governance of different data – data stewards
• Send links and information to Beth by end of July – send out reminder July 28
• Dave to tell Ray and EAC that EAMT is working on it and will forward to SCORE when finished
• Could build a table of contents and put it on the UVBanner site – note that the document exists and where the information is found
• Commonality between departments should be noted and then uniqueness can be specified

Next meeting August 13

Assignments

1. Dave will follow through on the upgrade scheduled for July 24-26
2. Denise will create a current project priority report and post it on the EAMT web page
3. Send links and information regarding Banner Data standards and documents to Beth by end of July – send out reminder July 28
4. Dave to tell Ray and EAC that EAMT is working on it and will forward to SCORE when finished