Data Advisory Council Meeting Minutes
April 7, 2021

Members present: Collin Witherspoon, Tina Babb, Sarah Bruce, Kristin McDonald-Willey, Ernesto Olmos, Sadie Newsome, Olga Kleffman, Mia Forrester, Jacqui Jones, and Toni Gray

Guest: Maria Juarez

This was the first official meeting of this committee. Both Collin and Tina went over the committee purpose, typical items that we will be discussing in future meetings, and a general discussion with committee members.

We decided to meet once a month and Tina will send out a Doodle poll to secure a possible monthly day/time that works best for all membership to meet in the 2021-22 academic year.

Topics discussed today that we will address in more detail for fall 2021 meetings:

- Work requests vs. Institutional Research (IR) awareness to prevent reporting redundancies
- What data resources are available
- Training
- Transparency in our work across all of the Cabinet areas
- What kind of data need to be available?
- What about data not generated by AC? We need to discuss and bring it to the table. For example, CCSSE survey data we ask students to respond to in spring semesters. We have all of this data that can be used by several areas, but the institution needs awareness that it exists.

Sarah Bruce mentioned that she receives requests for Emma lists all the time.

Kristin McDonald-Willey mentioned the conversion to SQL and having better tools. She would like assistance with the public information requests and surveys that other institutions request of us. We discussed the process of how this comes in, is Olga Kleffman in the Business Office involved for charging fees, etc.

Discussed as possible agenda items for the September 2021 meeting:
- Where to house external data
- Surveys and their data such as Great Colleges to Work For, how do we all access?

Meeting adjourned at 3:35 p.m.