

Data Integrity/Knowledge Management (DI/KM) Task Force Meeting Minutes: Monday, January 25, 2021, 10am-11am

Approved by consent agenda: February 22, 2021

	Topic
<p>Bill Henry and Larry Sampler</p>	<p>Convening the Task Force “Achieving excellent university data and exceptional university-data users”</p> <ul style="list-style-type: none"> • Dr. Bill Henry and Larry Sampler charged the task force with addressing data integrity and knowledge management issues in order to achieve excellent university data and exceptional university-data users. Summarized and lightly paraphrased: <p style="margin-left: 40px;"><i>This task force is a cross-campus body charged to identify the nature of the problems, the kinds of solutions we want to argue about and debate and discuss, and how we implement solutions that give us data of high integrity, that we can all agree on and trust; and then a knowledge management system so anybody in our campus community system who needs access to data can get it effectively and efficiently.</i></p> <p style="margin-left: 40px;"><i>When we’re done with this work, we will have a set of processes and procedures and definitions (and other things Sarah will lead the group to talk about) that will make this work for the campus. Whether it takes 6, 8, or 18 months, we need to end up with a functional and enviable model matched to our institution and our needs.</i></p> • This work is expected to raise tensions due to difficult conversations that may be necessary and the diversity of perspectives and needs among the task force members. A good salad dressing, which forces the mixture of oil and vinegar, was invoked as metaphor to the challenge in doing this work-- noting “We can no longer go forward with an undressed salad.” • Larry and Bill reaffirmed the importance of this work in meeting President Davison’s goals related to improving data use at the university. They described their role as providing “top-cover” for the task force, and VP-level voices to weigh-in on discussions or clear barriers and hurdles as necessary; and they affirmed the appointment of Sarah Harman to provide process leadership. <p>Time for Q&A was provided. No questions were asked.</p>
<p>Sarah Harman</p>	<p>Framing the work</p> <ul style="list-style-type: none"> • PowerPoint screenshare: Data Integrity/Knowledge Management Launch

	<ul style="list-style-type: none"> ○ Whether you're new to this topic or have been in similar conversations at MSU Denver over the years— the unified support we have across senior leadership differentiates this current effort and opportunity. ○ Full participation by members appointed to this task force will be critical to improving our shared data environment. ○ Emphasizing the importance of common language, a spreadsheet of key terms used in today's meeting will be posted to SharePoint portal for member review, edit, and contributions. ● Members gave introductions and included something each person hopes to experience or achieve through service on this task force.
<p>Invitation to Discussion</p>	<p>Discussion: Task force culture and practices</p> <ul style="list-style-type: none"> ● Sarah invited members to create the task force's agreed operating alliance and norms and share tips from prior successful group work. Stated and implied suggestions will be posted to SharePoint portal for member review, contribution, and approval in next meeting. ● It will be critical for the task force to track efforts to outcomes. To log member sentiment as we begin this work together, task force members will receive a pulse survey today following this meeting.
<p>Invitation to Discussion</p>	<p>Discussion: Landscape review</p> <ul style="list-style-type: none"> ● Sarah asked about areas of success and best practices in data management at the university, with the question 'How can we leverage successes?' No examples were given. ● Members were invited to identify opportunities for incremental data integrity improvement projects. Sarah shared examples of improvement projects identified through earlier input from members, executive champions, and others. ● The project spreadsheet will be posted to portal for member review, edits and additions. Members will be asked to prioritize and support key projects.
<p>Sarah Harman</p>	<p>Wrap up & Next steps</p> <ul style="list-style-type: none"> ● Watch for emailed link to pulse survey today. ● Meeting minutes will be provided within a day or two.

NEXT TASK FORCE MEETING: FEBRUARY 22, 10-11am

- *To request time on the agenda, contact [Sarah Harman](#) by February 15*
- *Agenda will be distributed February 17*

Please bookmark [Task Force Website](#) and [SharePoint Work Portal](#)

Action Items Emerged from Meeting Discussion		
WHO	WHAT	WHEN
Task Force Members	Fill out pulse survey	SURVEY SENT 1/25/21
Sarah and Ned	Draft meeting minutes. Publish to DI/KM SharePoint portal for group review and input: spreadsheet with working definitions, improvement projects, and task force norms.	1/27/21* DONE 2/2/21 <i>*Getting processes established took a little longer than I'd expected this first time. -SH</i>
Task Force Members	Add comments and contributions to spreadsheet and word doc in SharePoint portal "Workspace." Review minutes for consent agenda.	BEFORE FEBRUARY 22

New Topics Requested for Future Discussion
None

Appointed Members Absent or Proxy		
Name	Seat	
Adrienne L. Martinez	Strategic Plan	Proxy: Amy Bechtum

Complete member roster is attached on next page.

Members

Executive Champion

Bill Henry
Interim Provost and Executive Vice President of Academic Affairs

Executive Champion

Larry Sampler
Vice President for Administration and Finance, Chief Operating Officer

Facilitation

Sarah Harman
Executive Director, Strategic Initiatives

Coordination

Ned Hoewisch
Office Systems Manager, Strategic Initiatives

Data-Perspective Seats

Academic Affairs AVPs

Shaun Schafer
Associate Vice President, Curriculum and Policy Development

Academic Chairs

Andrew Bonham
Chair, Professor, President Council of Chairs and Directors

Academic Deans

Jason Janke
Interim Dean - College of Letters, Arts, and Sciences

Accounting

Darlene Eckhardt
Accounting Services Manager

Athletics

Erin Hiltner
Associate Athletic Director for Student Services

BI/IR/EDW

Sean Petranovich
Director of Data & Analytics

Budget

Kwang Cho
Senior Budget/Financial Analyst

C-Suite

Edward Brown Jr.
Chief of Staff

Diversity and Inclusion

Manuel Del Real
Executive Director for HSI Initiatives and Inclusion

Foundation/Advancement

Lori Herrera
Chief Financial and Operating Officer of Advancement and the Foundation

Human Resources

Angie Roberts
Senior HR Program Manager

Information Technology Services

Nick Pistentis
Executive Director of Application Services

Infrastructure and Facilities

Alex Staneski
Space Planner, Facilities Planning

Legal/Policy

David Fine
General Counsel and Secretary to Board of Trustees

Marketing & Communications

Jacque Williams
Director of Operations, Strategy, Marketing and Communications

Strategic Plan

Adrienne L. Martinez
Associate Vice President of Classroom to Career Initiatives

Student Affairs

Angie Moreno
Assessment and Evaluation Manager for Student Affairs

Student Experience

Braedan Weart
President, Student Government Association

Student Records

Michael Nguyen
Director of Enrollment Management Systems and Operations