**Data Stewardship Task Force  
Minutes**

**Thursday, March 12, 2020**

**1:00 p.m. to 2:30 p.m.**

**Cougar Room**

**Present:** Amanda Bauer, Andy Prestage, Barbara Amerio, Kevin Kasper, Marty Morales,   
Nicole Avina, Olga Newlove, Sherry Anderson, Xiaohong Li, and Danielle Vohnout

**Absent:**  Darcy Bogle and Windy Martinez

**Secretary:** Brandy Young

**Discuss Draft Charter** - **The Charter was approved unanimously.**   
The Data Stewardship Task Force was created to oversee policy and procedure regarding Taft College data. The approved bullet points of the Charter are as follows:

* *Develop quality review standards for the MIS reporting process*
* *Document the owner and groups that enter and/or update all parts of MIS data*
* *Identify, establish, and oversee processes for data corrections at the data-entry level and background data that are based on established data definitions and standards*
* *Utilize an appropriate tool to capture new data elements, especially MIS/SCFF elements*
* *Fully centralize data integration and validation processes*
* *Establish and maintain a data definition dictionary and coding standards for the college’s critical external compliance and internal operations reporting requirements*
* *Increase consistency of methodologies and standardization in accounting for services provided.*

**Location of Shared**One Drive will be used as the repository for all task force correspondence.   
 **MIS Data Components**The group discussed various aspects of how the MIS reporting is currently being conducted. Currently there are no documented processes in place. The group has also acknowledged the recommendations from the auditing team to document processes for federal reporting. Creating documented processes will be the main goal of this task force. Sherry will provide a spreadsheet that will be sent out to each department so “ownership” of the specific MIS reporting factors can be established. The responsible personnel position will be identified. This item will be an ongoing agenda item for discussion until all processes are formalized.

**Next Meeting**The group will meet once a month. Next meeting TBD.   
  
Respectfully submitted by Brandy Young