

**Data Stewardship Task Force**

**Agenda**

**Wednesday, April 7, 2021**

**2:00 p.m. to 3:00 p.m.**

**Zoom**

[Join Zoom Meeting](https://cccconfer.zoom.us/j/99351084968?from=addon" \t "_blank)

1. Review Last meeting’s minutes.
2. Discussion: Workflow process for granting MIS Banner account access.
   * Requestors (with Data steward/owner approval) submits IT requests.
   * New Banner account will be asked to accept AP3720 policy (or security agreement??) and prove FERPA training if student data related????
   * Student worker access???
3. Discussion: Access Banner tables without owners: Table starting with ‘G’, such as GUISRCH?
4. Banner Reference Information – User Guide posted on IT or IR website?

Step-by-Step instructions, policies, and tips to help user navigate and learn to use Banner. – Excel table

* + - FERPA training: Understand the importance to Protect Student Records – HR??
    - Study the Banner reference documents in table related to your role.
    - Banner Training???
    - Explore the Introduction to Banner links.
    - Discover how to find information in Banner through the Navigation section