**Data Stewardship Task Force  
Minutes**

**Wednesday, April 7, 2021**

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

**Zoom**

**Present:** Xiaohong Li, Sherry Anderson, Darcy Bogle, Olga Newlove, Danielle Vohnout,   
Tiffany Rowden, Barbara Amerio, Windy Martinez

**Absent:**  Amanda Bauer and Brandy Young

**Secretary:** Brandy Young (Sherry Anderson 4/7/2021)

The minutes from November 4, 2020 were reviewed. Nicole Avina will be removed from the task force membership.   
  
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???

Barbara suggests that these are onboarding items. Maybe those could be incorporated into their process. Tiffany Rowden said they do not do FERPA training for everyone. Xiaohong explained that this is for new Banner system requesters only. HR does not currently require new hires to take this training. There was a lengthy discussion about this subject. Barbara would like to it to HR and talk to the VP of HR.

Discussion: Access Banner tables without owners: Table starting with ‘G’, such as GUISRCH?

Discussion on General forms – no owners but have birthdays and such. The employee should get their Supervisors permission for one of these forms and the Supervisor will submit a ticket to IT for permissions.

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

Danielle is interested in some user guides and Banner training. We can add links for the user guides and Sherry Anderson could update them when upgrades occur, and new documentation is available.

**The next DSTF meeting is scheduled on Wednesday, May 5, 2021 at 2:00 p.m. via Zoom.**

**Respectfully submitted by: Brandy Young**