

The Charge of the Banner Shared Data Committee

July 2015

The Banner Shared Data Committee is charged with creating university standards for shared data that are entered into Banner, to assist in maintaining Policy #218, to create and maintain the Data Entry Standards Manual, and to coordinate university training on data entry. For the definition of Banner shared data see Policy #218.

The committee will meet every other month; attendance and participation of the representative of any department that enters shared data into Banner is mandatory. If the nominated representative cannot attend, the department will assign a substitute; a representative or substitute will attend each meeting.

Subcommittees

Reporting to the Shared Data Committee are four standard subcommittees:

1. **Address** - Provides a venue for departments with conflicting address requirements to come to consensus so that agreed upon standards can be entered into the Data Entry Standards Manual and incorporated into data entry training. The Address Subcommittee also oversees CLEAN Address and is responsible for the implementation and maintenance of the processes by which addresses entered into Banner are maintained according to current U.S. Postal standards.
2. **Duplicate ID** - Responsible for the identification and resolution of multiple ID's for the same person in Banner.
3. **Data Entry Standards & Training** – Responsible for the creation and maintenance of the Data Entry Standards Manual, and the coordination of university training on Banner data entry.
4. **Banner Document Management** – Responsible for developing and documenting standards for indexing and scanning. The goal of the subcommittee is to minimize duplicated efforts across the university and to provide guidance and assistance in the development of cross-departmental business processes associated with document imaging.

Other project-driven subcommittees will be formed as required.

Subcommittees meet as required to ensure the timely maintenance and/or completion of their charge. Subcommittees will provide an update to the Shared Data Committee at each meeting.

In addition to the attendance and participation in monthly meetings, each member of the Shared Data Committee will participate in subcommittee work as required.

Vice Chair Position Description

The purpose of this position is to prepare the Vice Chair for the eventual Chairpersonship of the Banner Shared Data Committee at conclusion of their term. The position of the Vice Chair will

be rotated annually across four university divisions; Academic Affairs, Student Affairs, Finance and Administration, and University Relations. Each Vice Chair will serve a twelve month term that begins in January and ends in December.

Specific duties of the Vice Chair are as follows

- Support the Banner Shared Data Committee Chair as required
- Serve as acting Chair if needed

Committee Chair Position Description

The Chair of the Shared Data Committee coordinates and oversees all functions of the Shared Data Committee and is the primary point of contact for Data Entry Standards issues. The position of Chair will be rotated annually across four university divisions: Academic Affairs, Student Affairs, Finance and Administration, and University Relations. Each Chair will serve a twelve month term that begins in January and ends in December. It is the responsibility of each Division to appoint the person who will Chair the committee for that Division's turn in the rotation; the CIO will facilitate the appointment. The person appointed must have attended the Shared Data Committee for one year and be current on his or her Data Entry Standards training.

Specific duties of the Chair are as follows:

- Provide focus and direction to the committee, subcommittees and its members based on goals determined by the divisions; ensuring established goals and deadlines are met.
- Identify and assign sub-committee chairs and assist in identifying subcommittee members if necessary; rotate those duties as necessary; attend sub-committee meetings as required.
- Maintain Policy #218 in conjunction with University Technology Services.
- Ensure that the Data Entry Standards & Training subcommittee is maintaining the manual as changes and updates become necessary.
- Communicate any changes to University Human Resources so they may incorporate into training.
- Work with University Human Resources to develop training and ensure that a database of employees' training status is maintained and that departments are notified of training and retraining requirements.
- Serve as a mediator in the resolution of employee data entry issues that cannot be resolved between departments.
- Broadcast email notifications of policy and manual updates will be issued as required. The notifications will be sent through the UHR e-Newsletter and the appropriate Banner e-mail lists.
- Attend the Banner Operating Committee meetings and provide Banner Shared Data Committee updates to the group.
- Schedule meeting dates and times; prepare meeting notices and agendas.