

Minutes  
Data Governance Committee  
April 3 2020  
11:00 am, BOR

Members Present:

Cheryl Vila	Jomi Capelle	John Villafania
Sali Andrike	Hatty Kabua	

Meeting called to order at 11:14 a.m.

Agenda

1. Review of Previous Minutes
2. Data Definitions - Admissions Data

Agenda Items

1. Review of Previous Minutes - Tabled
2. Data Definitions – Admission Data
  - Director Admissions will use all elements using the Birth Certificate as a primary source. Have a discussion with Sali to come up with a final list of elements that we will use. Elements will be First Name, Middle Name, Last Name and Suffix.
  - In RMI, suffix is included in the Last Name.
  - Middle Name – will we use initial or name
  - We must be sensitive with the way we write the data and this needs to be carefully discussed
  - For any change of names – Affidavit needs to be produced. As much as we allow the student to change their names, it must be supported by a legal document
  - Any changes made once information has been entered into SIS, Director of Admissions is to inform Financial Aid department and Student Services
  - For off- island – need to double check on the documents provided
  - Verification procedures on information submitted by the applicant will be conducted by the Director of Admissions. Verification is done manually.
  - State – e.g Majuro
  - Birth Place – Do we want to be specific? No. Will only use State, Country or City, Country.
  - Data Definitions – look at the exact information that we need
  - Resident/Non-Resident – this is line with Business office requirement, retained
  - Gender – Tabled for Discussion in next meeting as this may be related to Title 9

Meeting Adjourned at 12.06pm

Next meeting is on 17<sup>th</sup> April, 2020