

Minutes
Data Governance Committee
Special Meeting
October 07, 2020
2:00 pm, BOR mini conference

Members Present:

Cheryl Vila	John Villafania	Sali Andrike	Angelina Laaw
Jomi Capelle	Lucinda Peter	Hatty Kabua	

Agenda:

- Review of Data Summit revised presentation and program

Minutes:

1. Meeting called to order at 2:15 p.m.
2. Review of Data Summit revised presentation and program
 - Disclaimer and Acknowledgement
 - Disclaimer is about informing the public that DGC is just starting and not yet expert
 - IR is basically like other department
 - Long Term Goal
 - To develop Institutional Data Plan
 - To improve/develop Institutional Data Systems
 - BIG PICTURE
 - From CMI Data system to Optimize Data System
 - Institutional Research Data Plan
 - CMI doesn't have this that's why we are doing the data summit
 - Goals for today (Data Summit Day)
 - Data Literacy
 - Data Life Cycle, phases are Collect, Process, Share & Secure, Use, Share & Communicate, Archive, Re-use & Re-purpose OR Destroy
 - These are phases because we can jump to Use when the data is already available
 - Insert games in between
 - Sources of Data
 - Internal & external users
 - Legislative mandates
 - Data collection method – can be a form, survey, scanned, etc.
 - Group Activity Part I
 - Ideally, must group by Department
 - Direct the attendees to the forms that they have
 - Emphasize internal & external

- Share to the bigger group and Q&A
- Converting data to meaningful information
- Tips on Data Cleaning
- Terms of Reference
 - Members
 - Scope of work
 - Data definitions
 - e.g Parent Guardian, emphasize we use the data from Hawaii
- Data Visualization
 - Analyze the title, axis labels, legends and filter
 - Bring the attendees up to page 9
 - Last page, ask question if there are missing information in the data that they've seen
 - Not available in the report: Male/Female, GPA, Credit/Non-Credit, Dorm
- Question – When do you want to do the refreshments?
 - Members agreed to do it at 11:00 a.m.
- Last part – Survey/Feedback

3. Meeting is adjourned at 3:10 p.m.