

BI AQIP Project Accomplishments

- Implemented Data Team – Purpose Statements
 1. Ensure awareness and understanding among staff regarding major state and federal reporting requirements, rules, and regulations regarding data for their departments, and own/maintain how that data affects and/or is integrated with the functions of other areas.
 2. Create and document definitions of data elements and/or processes to ensure comparability and consistency across the College. Promote effective use of data consistent with a collaborative environment focused on quality and accurate results.
 3. Monitor state and federal delivered report cards and research discrepancies and/or data issues. Work with appropriate staff to develop recommendations to improve results. Collaborate with Banner Operational Team in redefining/defining business processes to capture and process data.
 4. Review and facilitate the timeliness and accuracy of data by correcting and resolving errors as they occur, especially during the fall, spring, and year-end state reporting generation processes. When errors are identified, manage immediate error correction.
 5. Provide guidance on the development of reports. Provide the prioritization and definitions for the delivery of reports and dashboards. Identify and provide guidance on training needs.
- Created strategic reports/cubes to provide information on enrollment, headcount, and FTE information. Monthly sending to all Deans via email the information using Cognos functionality
- Implemented a reporting request system to capture user reporting needs. In addition, the system provides a workflow to monitor progress as well as to document the specifications of the report. Lastly, a benefit is that the system will provide a reporting library to enable users to search for or locate a report that meets their needs.
- Developed reporting standards to allow for consistency in reporting.
- Implemented the Banner Operational Team – Purpose Statement is to collaborate professionally to ensure effective Banner project management and on-going maintenance. Serve as liaison to their Systems and coordinate with related constituencies impacted by the project.
- Mapped out Data Warehouse to report FTEs, enrollment, headcount, and course information.

