DATA FILE PROJECT TEAM MEETING WITH THE PRESIDENT
December 12, 2012

Summary: The Data File Project Team (DFP) was formed in December 2009 under the auspices of the FAMU Leadership Team and sponsored by the then provost and Vice President for Financial and Administrative Services. The objective was to address the timeliness and accuracy of data files submission to the Board of Governors (BOG). The team identified critical areas of concern that needed to be addressed in order to resolve the root causes of the problems associated with the data file process and submissions. Although the DFP team has made significant improvements, there are a number of issues that need to be resolved. We list below some of the issues that require the Presidents' intervention:

I. Policy and Procedures
   a. There is general lack of adherence by the University to critical deadlines that affect the production and submission of data files. Important deadlines include: admissions, enrollment, grade submission from FAMU College of Law and degree audit.
   b. Standardized business processes and procedures are not well documented in the functional areas. This affects data input and accuracy of reported data.

II. Staffing/Resources
   a. Because EIT has multiple projects ongoing at any given time, this adversely affects their ability to follow-through on requests in a timely manner.
   b. There is a lack of dedicated staff who are assigned to the data file process (some of the other universities have dedicated resources)

III. Training
   a. (EIT professional development training)
      High employee turnover usually results in process/knowledge gaps. There is an on-going need for training for EIT employees, because of new innovations in the enterprise PeopleSoft Application environments.
   b. (Functional User Area)
      There is a need for PeopleSoft Application environments training, to include an understanding of the PeopleSoft Applications and how they relate to the Board of Governor's (BOG) data elements.

IV. Data Extraction Programs (SQR Re-Write)
    Some of the data extraction programs are very old and do not conform to the new requirements of the BOG data files. This has led to delays in submission of files to BOG because of data file errors that have to be manually corrected. There is the need to hire a consultant who will work with EIT and OIR to re-write the SQRs. The consultant will work closely with FAMU employees to ensure proper knowledge transfer.

V. Implementation of Academic Mapping and Advisement Module
    Academic areas should provide accurate curriculum guides for this project and regular updates as curricula changes are made. Some BOG reports depend entirely on the accuracy of these guides. Student progression and graduation rates will also depend on these guides.

VI. Accountability
    There is the need to communicate the importance of data files and reports that are submitted to the BOG to the entire university community and hold employees accountable. We also need to emphasize (highlight) the role of OIR in the process. Data files and reports need to be submitted to OIR to allow sufficient time for OIR staff to review before submission.