**Quinn Decision Support System Student Workgroup Charter**

**Purpose:**

The purpose of the workgroup is to assist the Quinn DSS project to maximize the value derived by the VCCS from the implementation of the Student data component of the Decision Support System by adding to the project team practical in-depth understanding of the student business areas of the VCCS and its member colleges.

**Membership:**

Members will be selected from the members of the colleges’ and System Office admissions, registrar, or student financials business units, and will be associated with the workgroup for the duration of the project (approximately 2 years). Workgroup members who leave the VCCS will be replaced as needed.

**Activities:**

The Workgroup will perform a number of activities ranging from requirements gathering and definition to testing and data validation to acting as peer experts for their department, business unit, and college. . There will be two events in which workgroup members will be asked to travel to participate. The first of these events will occur the first week of October 2012, and is the vendor orientation to the Blackboard Analytics Student module. This event includes the beginning of the review of the data model for student data, and forms a critical beginning of the analysis of any gaps or issues. The second event will occur in November, and is the kickoff of the workgroup’s hands-on work with the data. During the kickoff, workgroup members are trained in the ProClarity data access tool and begin the process of validating the college level data. The remainder of the workgroup effort is expected to occur via participation in discussion lists, web and audio conferences, and through individual evaluation of questions or issues that may arise.

**Quinn DSS Student Workgroup Member Role Description**

* Provides special, in-depth knowledge of the student data areas as performed by a department, unit, or college
* Participates in planning and information gathering efforts related to the DSS project
* Articulates student data requirements and business processes
* Documents student reporting and data needs for a department, business unit, or college
* Participates in data validation and report validation
* Participates in the design of reports, dashboards, and other student data usage tools
* Reviews training and documentation to insure that subject matter is effectively addressed
* Acts as peer expert on DSS student data within department, business unit, or college
* Disseminates information received from the DSS project team to appropriate recipients in the department, business unit, or college
* Is the primary point of contact for DSS student data related issues, ideas, and information from the department, business unit, or college