**Data Stewardship Task Force  
Charter**

The Mission of the Data Stewardship Task Force is to protect the integrity of Taft College data housed in the Banner system and other systems which interface with Banner. Oversee the policies intended to ensure the quality of critical data, focusing primarily on MIS data, used for compliance reporting to external agencies.

**The Role of the Data Stewardship Task Force**

* Develop quality review standards for the MIS reporting process
* Document the owner and groups that enter and/or update all parts of MIS data
* Identify, establish, and oversee processes for data corrections at the data-entry level and background data that are based on established data definitions and standards
* Utilize an appropriate tool to capture new data elements, especially MIS/SCFF elements
* Fully centralize data integration and validation processes
* Establish and maintain a data definition dictionary and coding standards for the college’s critical external compliance and internal operations reporting requirements
* Increase consistency of methodologies and standardization in accounting for services provided.

**Membership of the Data Stewardship Task Force 2019/20**

* Executive Director of Institutional Research & Planning (Co-Chair) – Xiaohong Li
* Executive Director of Information Technology (Co-Chair) – Andy Prestage
* Director of Admissions & Records - Windy Martinez (Temporary)
* Counselor Representative – Darcy Bogle
* DBA/Senior Programmer – Olga Newlove
* Director of Financial Aid – Barbara Amerio
* Distance Learning Representative – Nicole Avina
* Fiscal Services Representative – Amanda Bauer
* Office of Instruction Representative – Danielle Vohnout
* Programmer II (Cognos) – Kevin Kasper
* Programmer II – Marty Morales
* Senior Research Assistant of IR & Planning (Secretary) – Brandy Young
* User Support Specialist (MIS) – Sherry Anderson