

**formerly “Banner Council ”: Cayuga Data Intelligence Group (CDIG)**

The Cayuga Data Intelligence Group is comprised of director-level membership from all offices that use and interface with the College’s ERP system. The committee is charged with working together to coordinate data needs, identify and solve problems, and ensure accurate and efficient data operations across the college. Regulatory compliancy and process improvement for students are important goals. Ad-hoc Task Teams (TT’s) for Business Process Analysis (BPA) and other relevant purposes are created and utilized by this group.

**Leadership co-chair:**

- One chair is Dean of Information Technology or the Director of Information Technology
- One chair is the director of an office that uses an ERP module (HR, Registrar, FA, Business, etc.)

**Membership:**

- Director-level representation from offices that use the College’s ERP system
- Webmaster
- Institutional Research
- Appropriate IT Staff
- One teaching faculty representative

**The committee:**

- Meets 4x/semester: 2<sup>nd</sup> Fridays @ 9:30am in Feb/Mar/Apr/May, and Aug/Sep/Oct/Nov.
- Occasionally will meet in the “off months” depending on needs
- Maintains and publishes a “Task List” that assigns ownership and sets deadlines
- Maintains a master “Data Operations Calendar” for the Institution
- Receives and reacts to prioritized items from CEDOC; makes recommendations to CEDOC (below)
- Develops and distributes an agenda

**Cayuga Executive Data Operations Committee (CEDOC)**

CEDOC is charged with guiding the data operations of the college from an institutional point of view. Responsibilities include making executive-level data operations decisions when necessary, and resolving complex issues that may arise. Directors and appropriate employees can be brought in to make presentations and provide supporting information. The committee employs guiding principles of meeting regulatory compliance, promoting efficiencies, and creating a supporting environment for informed decision making using institutional data. The committee also receives and weighs recommendations from the Cayuga Data Intelligence Group (CDIG), and can create a prioritized agenda of issues for CDIG when needed.

**Cayuga Executive Data Operations Committee Members (Meets at least once per semester)**

- Dean of Information Technology
- Vice President of Administration and Treasurer
- Vice President of Academic & Student Affairs
- Associate Vice President of Academic & Student Affairs