Report Needs Group

Date: Created January 30, 2013
              Revised April 1, 2014

Committee: Report Needs Group

Co-Chairs: John Taylor, Dean of Technology and Carol Runge, Director of Institutional Research and Planning

Charge: The purpose of this group is to:

- Organize and simplify the report request process and develop consensus about institutional report development priorities.
- Share knowledge about reports, including in-progress report development and availability of existing reports.

Ideally, the current list of report requests and the reports developed in the previous month are reviewed in the meeting. Typically the last 30 minutes are devoted to special topics such as data mapping, process improvement, data security, etc.

Meeting Time Monthly – 60 minutes

Membership

- o Provost & Vice President of Academic Affairs
- o Vice President of Student Affairs
- o Vice President of Administration/Treasurer
- o Associate Vice President/Dean of the Fulton Campus
- o Director of Information Technology
- o Banner Support Analyst
- o Director of Adult Learning
- o Controller/Director of Business Services
- o Director of Financial Aid
- o Director of Assessment
- o Director of Admissions
- o Registrar
- o Division Chair
- o Director of Adult Learning