**Business Intelligence Council**

Minutes from

January 23, 2023

**Attendees:** Cheryl Addy, Stacey Bradley, Kelly Epting, Stacy Lee, Caroline Maulana, Amber Novotny, Nicole Spensley, Melissa Williams-Smith and Scott Verzyl

**Welcome and Agenda** - Program Manager Caroline Maulana led the Quarterly meeting and covered the following agenda.

* **Agenda** -

* + Membership Updates
	+ CarolinaAnalytics Update
	+ BIC Consultation on VIP Access and Permissions for CarolinaAnalytics
* **Notes** -

* + Membership Update
		- New ex-efficio member is Amber Novotny, Vice Chancellor for Enrollment Management & Student Services, Palmetto College. She has taken over Joe Mews Ph.D.’s prior role as the Palmetto College campus senior-most institutional research/effectiveness officer who left in September of 2022.
		- New ex-efficio member is Melissa Williams-Smith for Upstate College campus as the senior-most institutional research/effectiveness officer. She has replaced Sammara Evans, Business Council Chair (20-22') and Director of Planning and Research who left leaving the University in October of 2022.
		- New VP seat extension to Scott Verzyl, Vice President for Enrollment Management with recent University re-org changes of Enrollment Management now reporting under the Office of the Provost.
	+ CarolinaAnalytics Update
		- Upstate APM – Central HR finalized Academic Performance Management (Upstate) functional spec needed to release PeopleSoft HCM tables to HelioCampus.
		- HR Benchmarking – PeopleAdmin access for HelioCampus developers supporting Benchmarking completed.
		- CarolinaAnalytics landing page refresh and server reorg completed and now live.
		- Classroom Utilization dashboards published under new CarolinaAnalytics’ section called Special Projects.
	+ BIC Consultation on Access Request Protocol
		- Business Intelligence Councill consulted on automatic CarolinaAnalytics (view only) access of Core Content dashboards to USC VIPs based on job role/position. The intent is to quickly permission key USC officials and improve user experience.
		- Business Intelligence Councill supportive of plan and next step is presentation of notes to the Data Stewards, who will then make the final approving decision.
		- With Data Steward approval, a new protocol/procedure will be drafted and referenced by the Analytics & Data Governance Team when assigning permissions for VIP access requests submitted via ServiceNow.

Action Items

Caroline Maulana to draft new procedure that will allow USC VIPs instant access to Core Content dashboards to USC VIPs based on job role/position

References

BI website [link](https://sc.edu/about/offices_and_divisions/division_of_information_technology/chiefdataofficer/business_intelligence_analytics/index.php)

[Link](https://sc.edu/about/offices_and_divisions/division_of_information_technology/governance/index.php) to DoIT governance groups and charters