Business Intelligence Council
Minutes from September 9, 2020

Attendees: Sabrina Andrews, Stacey Bradley, Kelly Epting, Sammarra Evans, Stacy Lee, Brian Mallory, Caroline Maulana, Joe Mews, and Nicole Spensley

Agenda – Topics of discussion as follows:

- Introduction of new chair
- Quality Standards for Analytics.sc.edu
- HelioCampus implementation project update

Meeting Notes

1. Sammarra Evans introduced as the new BI Council Chair for 2020-2021, replacing Sabrina Andrews who will remain a member of the council. The Council selects its Chair annually among the Ex Officio Members.
2. The Business Intelligence Council reviewed the Pristine from Day One standard document and discussed the need to include verbiage around Tableau and compliance as it related to digital accessibility for university reporting.
3. The official logos: designed to brand the new analytics platform (analytics.sc.edu), were revealed and endorsed.

![analytics.sc.edu](image1)

4. The Business Intelligence Council revisited the HelioCampus project implementation timeline and discussed remaining deliverables for both FinAid and Admissions. The council had to decided which extract can be de-scoped for December:
   a. In Helio’s experiences with other clients, Financial Aid should be much faster to validate and might be the better candidate to push to January/February.
   b. If Admissions is prioritized for December, there still needs to be a secondary decision to focus only on Undergraduate data/dashboards, or Graduate data/dashboards. Running both will add additional time to the data validation activities and dashboard development and will result in missed delivery for December.
   c. Helio would recommend focusing on Undergraduates, as business rules/logic for Graduate applicants are usually more complicated, and our core dashboards are built to focus on Undergrad student populations

Action Items - see below:

<table>
<thead>
<tr>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
</tr>
</thead>
</table>


The Business Intelligence Council endorsed branding SC’s analytics sites with three logos: one for the platform (analytics.sc.edu), a second specific to CarolinaAnalytics and a third one for CarolinaDataworks.

| The Business Intelligence Council approved an addition of a seventh standard (*Each data visualization, including dashboards, will undergo a formal review and refinement to ensure digital accessibility compliance*) on the Pristine from Day One standard document. | September 9, 2020 | Approved |

| The Business Intelligence Council unanimously voted that the FinAid implementation proceed per the original project timeline and Admissions be pushed out to early 2021. This decision came up as the project team has had to shift efforts to focus on tasks related to LMS analytics, COVID-10 reporting, and September board reporting running in parallel to the HelioCampus project implementation support. | September 9, 2020 | Approved |

References

[Link](#) to BI Council's description, membership, and meeting minutes

HelioCampus project site [link](#)