



Team	Data Governance	Data Management	Data Analytics	Surveys & Assessment	Official Reporting	Strategic Initiatives	Communications
Lead	<p><b>Manager</b>  <b>Henry Hinkle</b></p>	<p><b>Director</b>  <b>Prasanna Tadimeti</b></p>	<p><b>Director</b>  <b>Emily Shipley</b></p>	<p><b>Director</b>  <b>Jason Koepp</b></p>	<p><b>Director</b>  <b>Gwen Bohling</b></p>	<p><b>Director</b>  <b>Cara Nossaman</b></p>	<p><b>Director</b>  <b>Mark Sheaves</b></p>
Functions	<ul style="list-style-type: none"> <li>- Develops and manages data governance policies, standards, and procedures.</li> <li>- Creates and delivers campus data literacy program.</li> <li>- Develops and maintains a data dictionary.</li> <li>- Develops processes and documentation to monitor and resolve any data quality issues.</li> <li>- Convenes and facilitates executive data council, data stewards, and data user groups.</li> <li>- Maps existing data architecture to give clarity to the scope of data to be governed.</li> </ul>	<ul style="list-style-type: none"> <li>- Develops data architecture to map data flows.</li> <li>- Manages the Data Warehouse and other data repositories.</li> <li>- Data mapping and modeling to create diagrams of data structures and associated business rules.</li> <li>- Manages data ingestion from ERPs and other source systems.</li> <li>- Data Integration using ELT and ETL processes to consolidate different data sets.</li> <li>- Application Health Check and Monitoring.</li> <li>- Access set up and monitoring across all the applications and databases managed by AIRE.</li> <li>- Data quality management to identify and fix issues in data sets.</li> <li>- Executes census snapshots of student and HR data.</li> </ul>	<ul style="list-style-type: none"> <li>- Provides subject matter expertise for HR, finance, research, student data.</li> <li>- Gathers business requirements for data modelling and dashboard development in OAC and Visual Analytics.</li> <li>- Develops and maintains self-service enterprise dashboards for campus partners.</li> <li>- Carries out large and small institutional studies.</li> <li>- Advances data and tool literacy.</li> <li>- Develops and maintains Strategic Alignment Briefing Books.</li> <li>- Academic Analytics Benchmarking data support.</li> </ul>	<ul style="list-style-type: none"> <li>- Qualtrics administration.</li> <li>- Creates and manages university survey committee.</li> <li>- Manages survey calendar.</li> <li>- Manages 5-year Dean/VP performance review survey.</li> <li>- Faculty Insight subject matter experts and tool development.</li> <li>- Enters new faculty CVs/resumes into Faculty Insight.</li> <li>- Student Surveys of Teaching survey administration and reporting.</li> <li>- Contract administration for Campus Constituent Surveys.</li> <li>- Data analysis for Campus Constituent Surveys.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintains the institution's official statistics.</li> <li>- Provides census snapshot requirements and QA.</li> <li>- Develops and maintains the KU Fact Book, Common Data Set, and informational items on the AIRE website.</li> <li>- Prepares and submits data for ranking surveys.</li> <li>- Provides data for KORA requests.</li> <li>- Provides benchmarking reports and analysis.</li> <li>- Prepares and submits data for mandated State &amp; Federal reports inc. IPEDs, NSF, HERD, KBOR.</li> <li>- Prepares data submissions for Faculty Insight, Academic Analytics, and Student Surveys of Teaching.</li> <li>- Prepares AAU Data Exchange Submissions.</li> </ul>	<ul style="list-style-type: none"> <li>- Supports the Provost and CDO on the management of the structure and high-level processes of the Lawrence campus' strategic plan.</li> <li>- Facilitates the planning and execution of the leaderships' annual unit level strategic planning presentations.</li> <li>- Manages the Campus Constituent Surveys lifecycle, an assessment component of Jayhawks Rising.</li> <li>- Facilitates the Service Strategic Alignment Review process, an assessment component of Jayhawks Rising.</li> <li>- Provides campus administration for Academic Analytics.</li> <li>- Provides process-based management for AIRE-led strategic initiatives</li> </ul>	<ul style="list-style-type: none"> <li>- Designs and executes communications plan for AIRE, including internal and external campus communications.</li> <li>- Designs and executes communications plan for Jayhawks Rising.</li> <li>- Designs and executes strategic communication strategies for Campus Constituent Surveys.</li> <li>- Develops and maintains AIRE website.</li> <li>- Communications support for Academic Analytics, Surveys of Student Teaching, and Strategic Alignment Briefing Books.</li> <li>- Represents VP of AIRE in forums and meetings.</li> <li>- Supports AIRE strategic planning and employee initiatives.</li> </ul>