From: Lydia Snover
To: Amy E. Holden; Deborah Leitch; Elena Zhitnikov; Gill Emmons (gemmons@MIT.EDU); Jean Dzengeleski; John DiFava; John Donahue; John J Donnelly; John L Henriques; Kathleen M Flynn; Mary Weisse; Michael C Parkin Jr; Sarah Brady;
Subject: Data Definitions working group
Date: Thursday, February 05, 2009 3:00:00 PM

Now that we have established a core group to work on standard institutional data definitions, it is time to get to work, or in the words of PINK, "Let's Get This Party Started".

Rather than having large group meetings, we are proposing to schedule smaller focused meetings and utilize the Data Definitions Working Group Wiki as a method for collaborating. We will begin with items that are used across functional areas and often used for analysis and for the creation of metrics. Examples of data and metrics are: "employees" that might be used to calculate "square feet per employee"; "faculty" that might be used to calculate "research expenditures per faculty".

We need to begin to schedule these small group meetings. The goal of the each meeting will be to compile a list of data elements that need to be institutionally defined. We will start with the basic categories of people, money and space, although each will have to be parsed (people includes employees and students as well affiliated members of the community).

In terms of meetings, we would like to start with the following four meetings and to have these meetings attended only by a subset of the group.

1. **Let us know which meeting(s) you would like to participate in.**

We update the wiki with the results of each meeting.

People: employees and affiliates with MIT appointments

Space: MIT administered space

Money: General Institute Budget and Funds

Money: Research

2. Let us know your availability next week to meet and if you are on Tech Time. We don't have any administrative support for this project so we will be organizing on the fly.

3. Review the page titled data list on the wiki. https://wikis.mit.edu/confluence/display/DataDef/Home On each page there is an Add Comment function. Please use it. The list of data items is very preliminary and we need your feedback on what is missing and / or what shouldn't be there.

Best, Deborah, John and Lydia

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