

Workshop 2- Summary Notes: 15 July 2025

The Outcomes:

Demo for the centralised student information application.

- Descriptive reporting is available only for data shared.
- Triangulation of student data across divisions only on data shared.

Data inventory and standards

- The data collection platform is standardised through MS Forms while working on the central capturing system.
- Use the student number in all data collection forms and documents.
- Each unit must have a responsible person for uploading or sharing data.

Assigned responsibilities on core team activities (Progress reports on 9 September – Meeting)

Topic	Activities	Tasks	Responsible person
Planning and stakeholder engagement	• Introduce learning analytics aims and objectives. • Data inventory and standards • Governance framework	• Audit existing datasets (e.g., format and accessibility) • Agree on a common data vocabulary • Draft data sharing agreements, including who inputs, maintains and accesses the data.	• Lerato & Eli • Thabitha • Gadibolae, Chuene & Andisiwe
Capacity Building and Training	• A series of training and development on learning analytics	• Interpreting dashboard metrics • Ethical use of data	• Lerato • Lerato
System design and integration	• Create a centralised student information application. • Create a shared dashboard with role-based access.	• Centralised student information application • Prototype dashboard-integrate academic, psychosocial, library and performance data. • Early system warning logic-define risk threshold. • Integrate systems (IT)	• Eli • Eli • Eli • Ishewakatipa
Pilot testing and iterations	• Roll out the dashboard prototype for inputs.	• Rollout to small group (e.g., 1st years in campus housing) • Track false/negative alerts • Conduct surveys/focus groups on the usefulness of the dashboard	• Mr Mbatha • Mr Mbatha • Mr Mbatha

Documentation, Research Integration and scaling	• Develop procedures and guidelines for data management. • Publish findings on student success using system data • Scale deployment across faculties and divisions	• Outline purpose, principle, procedures, roles and responsibilities. • Develop user and technical guides. • Publish on student success-retention, holistic well-being, effective support services, etc. • Map annual scale deployment.	• Buntu & Lerato • Selina • Adonis • Zipho
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Immediate Needs Identified:

- **Continuous sharing of data in the shared drive** to assist with the development of a meaningful centralised student information application and dashboard.

Share here: [Data Upload-Core Team](#) (2023 onwards)

Alternatively, send all the data (hard copies or electronic) to lerato.sekonyela@spu.ac.za.

Workshop 3- Summary Notes: 09 Sept 2025