DART Policy Team Meeting
January 26, 2017: Meeting #9

EXECUTIVE SUMMARY

Scope:
Let's cast our net wide to discover what policy making bodies are making policies about data and technology with a focus on: student data, finance data, HR data on Norman campus, but not intentionally excluding anything else if it arises. We will be partnering in some fashion with ITC.

Scope Timeline:
TBD

ACTION ITEMS ON/BEFORE: FEB 23RD

1. Find other existing policies:
   - Use 4 examples provided as format
2. What policy gaps exist?
3. www.ou.edu/content/itc/policies.html
   - Need to find the links that are broken
   - Fill the matrix in with missing policies

DISCUSSION

- Minutes from December were read and approved
- Wilkins created a summary of data related policies, they are located in SP
  - 4 pages (Title: Existing IT- and Data-Related Policy Summaries)
  - The group approved the general summary format
  - Helped to identify policy gaps.
  - Asked Aaron Baillio if Categories I/II are equivalent to Categories A and B
  - Wilkins reported that Baillio said the SGAC or SGEC may discuss an e-mail retention policy. No other polices are being discussed.
- Need to find other existing policies
- Wilkins Created a matrix of the policies and when they were created
  - Policy overlap and gap matrix (Policy Overlap and Gap Matrix Draft, 01-26-17)
  - Brainstormed some policy needs
- Ou.edu/content/itc/policies.html
  - See of some policies on ITC site appear to have been superseded by more recent policies and note those in the summary
  - Write summary of policies on ITC and add the summary to matrix

- o Which policies address which legal/compliance acts? Compliance acts have been added to Policy Overlap and Gap Matrix Draft, 01-26-17. If additional acts are found in this policy review but are not in the matrix, add them to the matrix.
- o Volunteers to examine policies on http://www.ou.edu/content/itc/policies.html

(Write brief 2-3 paragraph summary and add to Existing IT- and Data-Related Policy Summaries, then populate matrix under appropriate column in Policy Overlap and Gap Matrix Draft, 01-26-17, adding rows for new regulatory acts or policy needs as appropriate)

Wilkins: Interim Policy on Acceptable Use of Information Resources, Password Sharing Policy, Password Sharing Recommendations
Otto: Interim E-mail Policy, Interim Policy on Information Security
Wollenberg: University E-mail Notifications, Interim E-mail Policy
Zhou: Web Policy

HOUSEKEEPING

Facilitator: David Wilkins

Minutes: Danielle Caswell

Roster:

1. David Wilkins*
2. Patti M. Otto*
3. Justin S. Wollenberg*
4. Yan Zhou*
5. Lisa A. Portwood
6. Alicia Knoedler
7. Emilie R. Giustozzi
8. Marcus A. Glenn
9. Jeffrey S. Wall
10. Shelly Rolland*
11. Patrick Livingood
*Present