**DART Policy & Recommendations Subteam Minutes, 04-27-17**

- Present: Patti Otto, Justin Wollenberg, Yan Zhou, Susan Whyatt, Shelly Rolland, Marcus Glenn, David Wilkins

- Note: With Emilie Guistozzi's resignation as chair of this committee, David Wilkins chaired this meeting.

- Review minutes from last meeting (previously approved via OneDrive)

- Review progress to date   David Wilkins began the meeting by reviewing the subteam's charter, membership, and progress-to-date
    o Charter—The subteam reviewed the charter approved when the subteam was formed
    o Membership—Attendance at these meetings has been declining, probably for various reasons, including scheduling conflict, competing priorities, or perhaps focus/interests that lie outside the scope of this subteam's activities to date. David said that those not regularly attending should continue to receive agendas/updates so their area is represented, they are kept apprised of activities, and so they have an opportunity to contribute.
    o DGCC Direction--The DGCC said that it would be a good investment of this subteam's time to survey the IT- and data-related committees and policy-making bodies on campus, in effect surveying the policy-making landscape at OU. This subteam has been fulfilling that direction.
    o Policy Body Spreadsheet--This team created a spreadsheet summarizing  policy-making bodies, using the list created by Patrick Livingood for ITC. Patti Otto recommended this list be posted on the DART website for easy reference.
    o Policy Summaries--From the policies listed on the ITC website (http://www.ou.edu/content/itc/policies.html ) or the IT website (http://www.ou.edu/content/ouit/security/compliance.html ), this subteam created brief policy summaries, including recommendations. Some of the recommendations were to purse decommissioning of older policies which seem to have been superseded by newer ones
    o Policy Matrix-- From the policy summary effort, a matrix was created, listing which policies covered specific areas and privacy acts. The goal of matrix was to further understand policies in existence at OU, and to understand policy gaps and overlaps.

- Possible future actions--David Wilkins presented the following possible future actions, and the subteam believed that most all of them were worth pursuing at OU.
    o After further study for verification, recommend to DGCC to decommission old, obsolete policies
    o Identify policy overlap/gaps
    o Show policy gap/overlap matrix to DGCC and seek input on any possible next steps

- o Create a color-coded data classification summary webpage, based on the Data Classification policy in final stages of approval by the SGAC/SGEC.
- o Recommend policy website for one-stop shopping for IT- and data-related policies
- o May seek to add someone from Legal on this subteam for guidance, input, and our FYI
- o Others?

- Discuss Leadership; vote next meeting? David said Emilie had mentioned in March that she felt she could not continue to chair this subteam due to her schedule. David said that he waited three weeks before following up with Emilie to see if her schedule would still prevent her from continuing as chair for this subteam, which she confirmed.  Despite two calls for leader nominations via e-mail, none were received. David said there will be another call for leader nominations in May, and leadership will be decided then.  David also mentioned that it's possible this team could scale back to meeting once every two months—on the Thursdays that the big DART meeting does not meet--once items in listed in Possible Future Actions are addressed or accomplished.

- Next meeting:  May 25, Collings Hall, Room 237