Data Governance Coordinating Committee
Meeting Notes

May 9, 2017

Present: Susannah Livingood, Chris Kennedy, Terri Pinkston, Dan Shuart, Erin Wolfe

Absent: Carl Grant, Tim Marley, Joey Albin

Guests: Aaron Biggs, JP Morgan

1. Review of prior meeting notes

    Meeting notes were approved with no changes.

2. DRRG item(s), if any

    a. Request 3.3 - Student Data Profile: add Sooner Card balances for ONE

        This request was approved with no caveats or changes.

    b. Request 3.4 - Student Data Profile: add Photo Roster/standardize roster API

        This request was approved with no caveats or changes.

    c. Request 31 - Scheduling and Classroom Lookup API

        Members asked for clarification on who would be using this API, as the use case in the request was specific to Price College of Business. It was clarified the use case was just the first example of the need for the API, but this will be a general-use (for the topic) API.

        This request was approved with no caveats or changes.

d. Draft DRRG charter

Aaron Biggs and JP Morgan joined the meeting to discuss the proposed DRRG charter, circulated prior to the meeting via email. Topics of discussion included questions about what group is responsible for validation, simplifying the DGCC package template to improve clarity and accuracy, and concerns about the transparency of the DRRG tracking process.

DRRG members will make revisions based on this discussion and will submit the revised draft to DGCC for final review.

3. Other items

No other items were discussed.

Project Title: Data Request Review Group (DRRG)

Over the years, the number of systems containing student, staff, faculty, or job-related information has grown at a rapid pace. This has brought several challenges; among the most significant is the fact that many end users are unaware of how the process works to move information from one system to another. Resources have existed, in the form of the Ozone Change Request Committee (OCRC), the area IT strategist, and the IT Project Governance Board (PGB); however, there has never been a central place for users to go to ask for access to data, to request an interface, API, or creation of a new schema or data snapshot. This lack of transparency leads to a significant amount of confusion for the end users, with their projects taking circuitous routes through the planning and execution processes. An additional challenge has been that data owners are not always consulted when their data is being requested for use in another area, which can potentially lead to improper use, or differing information between systems due to improper understanding of business rules. The major goals driving the creation of the DRRG are:

- Streamline the request process for the requestor, allowing them to create the request without knowing every single detail of how it should be implemented.
- Provide a more centralized location for data requests.
- Support the work of the Data Governance Coordinating Committee (DGCC), by assuring that requests needing the approval of the committee have a use case which is approved by the data owner(s), the data specification has been built with the expertise of the data steward(s), the final request package has been validated by the data owner(s)/steward(s), and the final package is delivered in a consistent and understandable format.
- As appropriate, review the initial use case to determine if there is an opportunity to expand the request to a broader group.
- Avoid duplication of efforts when requests need access to the same data (or data which already has an existing API or is available in the data warehouse).
- Continue to evaluate the overall process to make sure it is flowing smoothly, without unnecessary delays or confusion.

Membership

This group is organized with core members, and members who will be involved and/or consulted on an as-needed basis. The initial core group consists of the following individuals:

- Aaron Biggs, Executive Director of Technology Advancement, Office of the Senior Vice President and Provost (Chair)
- JP Morgan, Business Architect, Information Technology (Group Coordinator)

- Andrea Eden, IT Student Team Lead, Information Technology
- Chris Kennedy, Director of Strategic Technology and Student Team Lead, Enrollment and Student Financial Services
- Jeff Wall, Managing Director, Data Services, Information Technology
- Matt Wesley, Data Architect, Information Technology
- Outreach/New College representative, TBD
- HR and/or Finance representative if needed

Others who will be involved and/or consulted on an as needed basis:

- Doug Philips, Manager, Studio Team, Information Technology
- Nick Key, Executive Director, Design, Data, and Development, Information Technology
- Ron Fellhauer Executive Director, Network, Security & Risk Management / CISO, Information Technology
- Jennifer Pittman, Data Quality Analyst, Information Technology

Committee Oversight

The DRRG is overseen by the Data Governance Coordinating Committee who ultimately reports to the Executive Committee made up of Executive Vice President Hathaway, Provost Harper, and CIO Early.

Outcomes
The DRRG will serve to standardize, streamline and demystify the process for requesting access to data. The goals of the DRRG are as follows:

- Data requests will be submitted to the DRRG by online form and tracked via the DRRG Internal Request Queue.
- Develop and maintain a process for creating each type of data request (working with the DGCC to ensure the proposed package meets their needs).
- Route the request appropriately and notify the requestor when the request falls outside the purview of the DRRG.
- Provide information to requestors to allow them to see the progress of their request.
- Facilitate the coordination of working with data owners and data stewards to develop the data request package.
- Deliver completed data packages to the DGCC for final review and once approved, enter the request into the project tracking system for execution.
- Prioritize projects as needed to help ensure their timely completion.

Timeframe

This charter establishes the above-named group as a perpetual organization. Each January we will review the charter and membership and make any needed changes or updates at that time (and review whether the group is still needed).

The DRRG will meet in-person twice monthly, as needed, to resolve issues arising from requests which were unable to be agreed upon via email (or needed additional discussion) and review any items which require immediate attention. Requests are currently received through an online Google Form. DRRG is working to streamline this process further.

Agendas will be issued prior to the meeting so other members who are not a part of the core group will know to attend if there is a topic of relevance to them. Minutes will be taken and put on the DRRG site after each meeting. Projects will be tracked and logged as completed.