Data Governance Coordinating Committee
Meeting Notes

January 15, 2016

<u>Present</u>:   Susannah Livingood, Carl Grant, Chris Kennedy, Dan Shuart, Joey Albin
<u>Absent</u>:   Terri Pinkston, Erin Wolfe

1. Meeting notes

   Notes posted to DGCC shared Google Drive (GD) folder were approved with minor changes suggested by Dan.

2. Bimonthly report due to Executive Committee

   Susannah circulated a draft report to the group prior to the meeting. Some suggested changes were made by Dan prior to discussion, and additional revisions were agreed on as a result of this discussion. Susannah will incorporate those changes into the report and provide a chance for all DGCC members to review the final copy before it is sent.

3. Review of action items

   a. Issue tracking system

      Carl demonstrated the Smartsheet task management software that University Libraries currently uses. It's an interactive spreadsheet format, with customizable fields for status and prioritization, as well as the ability to create custom views and reports and to allow external users to add items via a request form. He noted they have found it to be very versatile and customizable. Cost is approximately $10-15 per user on a monthly subscription basis.

      Dan suggested a Google App called Gantter. It is a basic gantt-style planning tool, sort of a simplified MS Project. It is free.

      After discussing the pros and cons of these options, Susannah suggested she would try them both out and see if one seemed to work better than the other for DGCC's purposes, then report back to the group.

b. GPA document draft from ODS metadata group

Based on prior meetings' discussions, Susannah asked the was-ODS-now-DART group to forward the GPS reporting document their metadata group had developed to DGCC for our group to recommend further action.

There was some discussion about the next appropriate step for the document. Should it be considered "done" and ready, or was further work needed? It was clarified that the document had been written by front-line staff that are familiar with how the data fields are actually stored and calculated in Banner and the ODS, but it had not been reviewed by higher-level administrators that would have more in-depth information about federal, state, and institutional policies related to GPA standards.

Recommendation was that the document be forwarded to the following group for a next round of review:
- Academic Advising (Kathleen Shea Smith)
- Academic Records (Breck Turkington)
- Graduate College (Lindsey Johnston)
- IRR (Susannah Livingood)
- CCE Records & Registration (Will Jacobs)
- University College (Lisa Portwood)

This list of potential attendees should not be considered restrictive - those listed above are encouraged to suggest inclusion of others that should be part of this discussion. Chris will set up the meeting and report back to DGCC on progress.

c. Status of student API work

Chris reported they are exploring the development capabilities of Mulesoft, and they are almost ready to start accessing Informatica and begin building APIs. There has been a lot of work done on discovering the capabilities of these new systems and working through what the workflow will be like in these new systems.

4. Informatica - data governance's role in the development process

Susannah raised this issue with the group because she was concerned about a project currently underway that will use Informatica to bring D2L data into the ODS; it doesn't seem to be following the new governance process. The group agreed that this type of project does fall under the DGCC's scope. Susannah will follow up with Nick Key to get more details.

5. Other items

No other items were discussed.