

Data Governance Coordinating Committee
Meeting Notes

January 17, 2017

Present: Susannah Livingood, Carl Grant, Chris Kennedy, Terri Pinkston, Dan Shuart, Erin Wolfe, Tim Marley, Joey Albin

1. Review of prior meeting notes

Meeting notes were approved with no changes. Susannah will restructure the meeting notes section of the DGCC website now that we have amassed 1.5 years' worth, to make it more user-friendly.

2. Data governance presentation and Academic Technology Expo on 1/13/17

Susannah and Carl gave a presentation about the DGCC. Unfortunately, the session was at the end of the day, on a day where the threat of bad weather had a lot of attendees leaving early. While attendance was low, the few people who were there participated in a very lively discussion.

DGCC members should continue to look for opportunities to talk to campus groups about this issue. We might consider some kind of marketing materials or other ways of publicizing our activities.

3. DRRG item(s) needing evaluation

Digital Measures - the proposal package was not ready in time for this meeting. Chris can send out by email; group members will see if it's possible to approve by email vote.

The group discussed how an email vote would be accomplished. The consensus was that if the proposal did not raise any concerns or discussion questions, it could be approved by an email vote. If there are any issues, the proposal should be held over to the next in-person meeting agenda.

There was also a discussion about what institutional entity should "own" the DRRG. While it needs regular IT input, it's not truly an IT-owned process. It also doesn't identify with just one vice presidential area, covering questions that might impact several areas at once. We need to figure out where it fits in the overall organization, then determine who will be the chair for this next period going forward. Chris, Susannah, and JP Morgan

(acting head of DRRG) will work on drafting a recommendation, which will be forwarded to the Executive Committee for their input and approval. Susannah also brought up concerns about how the DGCC and DRRG might conflict with or duplicate efforts currently led by Legal Counsel. Susannah will discuss with Kyle whether this is a good time to meet with Anil Gollahalli about governance groups on campus.

4. DART Data Review working group

Chris presented a proposal from the DART Data Review subteam (attached). The proposal is to add an optional review step in the DRRG process (process flow step #8): the DGCC could pass a proposal package to the DART Data Review subteam and ask for their input before putting it up for a vote. There was discussion about whether this was in the right place in the process flow - perhaps it would be more effective around steps #4-5, during the validation planning and data spec drafting. The consensus was that DART input might be needed from time to time, but DGCC doesn't want to formalize it in a particular place in the process flow. Rather than putting it in a preset location, the group prefers to reaffirm the input function of DART to the DGCC process but keep it less formal to allow for maximum fluidity.

5. Other items

No other items were discussed.

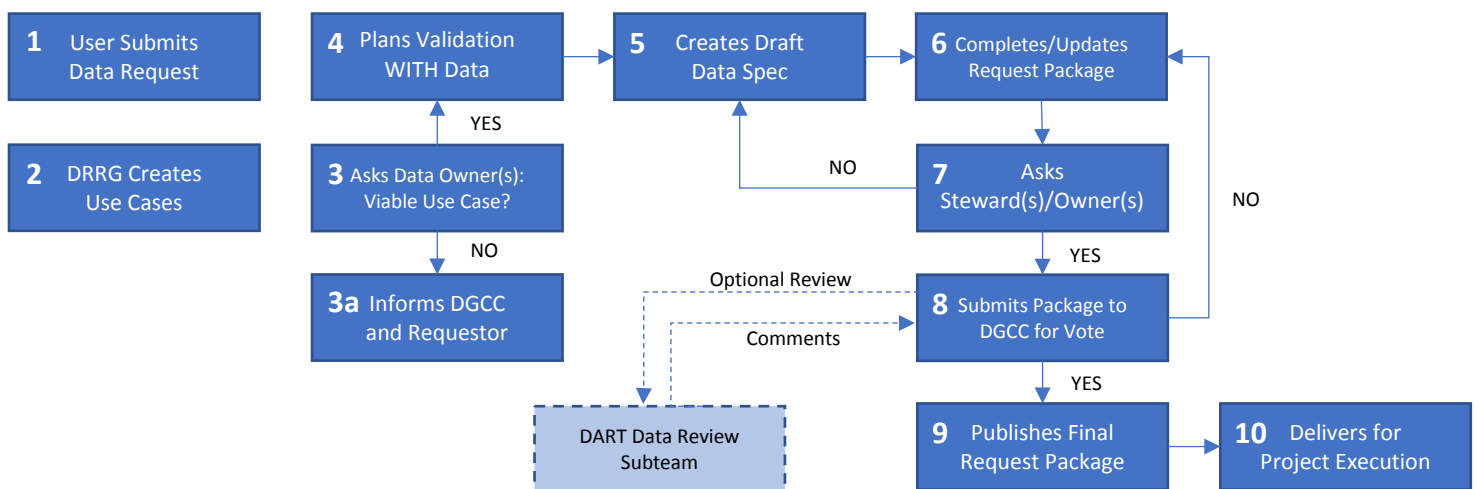
DART Data Review Subteam Inclusion in Data Request Process Proposal

The DART Data Review subteam charter states:

Assist the Data Governance Coordinating Committee with the review of new data and interfaces added to the university's data architecture to ensure necessary stakeholder input and maximize usefulness of these data to the OU community; Elevate to the DGCC for resolution any critical data issue, data definition issue, data security issue, reporting tool issue, questions of project priority or resources, issues requiring a decision between conflicting views or alternatives, and issues that have broad implications.

With this directive in mind, we would like to propose including the DART Data Review subteam into the Data Request Review Group (DRRG) data request process. With the goal of moving data request package as fast as possible through the process, we recommend including the DART Data Review subteam review after the package has been submitted to DGCC but prior to formal discussion and voting. This will allow the DART Data Review subteam the opportunity to review the proposed package and make any comments/recommendations that might assist the DGCC in their decision-making process.

Data Request Process



The process recommendation:

1. Upon submission of the data request package by the DRRG to the DGCC, the DGCC has the option to submit the data request package to the DART Data Review subteam for comments/recommendations.
2. The DART Data Review subteam has two business days to review the data request package and provide comments/recommendations within the "Process Notes" section under a new subsection "DART Data Review Comments" of the data request package. The team will meet virtually to ensure a fast turnaround.