Data Governance Coordinating Committee
Meeting Notes

January 29, 2016

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

1. Meeting notes

    Notes posted to DGCC shared Google Drive (GD) folder were approved without changes.

2. Review of action items

    a. Issue tracking system

        Susannah evaluated both the Gantter and SmartSheets issue tracking solutions and recommends using SmartSheets. She will obtain licensing for the group to start using it collaboratively and will look into the forms feature as possible way for campus community to submit requests. Carl offered support from University Libraries staff familiar with the tool; he will send Susannah contact information.

    b. GPA document draft from ODS metadata group

        Chris is working on setting up the meeting. It will likely be scheduled in mid- to late February.

3. Access process (FERPA training, security, etc.) for new data systems

    Chris asked the DGCC to consider the potential governance issues that might arise if a group on campus asked to have a completely new software solution hooked up to central data systems. One potential example of this would be Tableau. He noted there isn't a current process for evaluating newer tools, yet there is increasing interest in these kinds of tools across campus. Of special concern are recent requests for access to HR and/or financial data.

    After discussion, the group agreed that access requests like these should be routed through the DGCC, at least initially until a process for handling them is developed. As with the API requests, this group will use the first request it receives as a test case used

to develop the new process. Basic first questions that will be asked of requestors include: what are you trying to accomplish with this new system; and why do you feel the proposed solution is the right way to proceed.

If Chris can identify a definite request of this type that has been brought to IT, he will forward it to this group. If not, Susannah will include a plan to address these kinds of issues in the IRR proposal for using student and HR data for reporting that will come as part of their SAS Visual Analytics project. This type of review is another item that will need tracking and that would be aided by a request form on the DGCC website, as noted in discussion of item 2(a), above.

4. Issues raised by recent CollegeNET discussion
    a. Process for these types of requests going forward?
    b. How do we mitigate current tendency of end users prescribing their own technological solutions without technical help/input at the beginning?

Chris and Susannah briefed the group on the content and outcome of discussions with both ESFS and Graduate College related to the proposed new graduate student academic progress/degree audit tracking module to be developed in partnership with CollegeNET. The immediate result of those meetings was for Susannah and Chris, acting on behalf of DGCC, to withdraw objection to proceeding with the CollegeNET partnership. It should be noted that ESFS and Graduate College administrators also expressed a renewed commitment to communication about process issues to avoid future misunderstandings.

This update led the group into a more general discussion about concerns with individual units on campus purchasing data/software solutions without seeking appropriate input from IT or central administration, possibly resulting in duplication of materials and staff time, as well as not following appropriate governance practices. This is particularly troublesome during a time of tight budgets, as the university wants to make sure all resources are used efficiently and effectively. Terri suggested this would be a good time to remind campus community that good financial stewardship includes taking the time to check with IT before making these kinds of purchases. After discussion, it was decided that Dan will speak with CIO Early about the possibility of a memo from the DG Executive Committee reminding the campus that any system that will tie into existing university systems must be discussed with the DGCC before commitment to purchase is made.

5. Update on Informatica/Mulesoft - is it time to discuss how requests for utilizing these systems should be handled?

   Discussion on this item was tabled for a future meeting, once the request tracking system is up and running.

6. Other items

   a. Carl suggested the group discuss at a future meeting what metrics the DGCC could use to measure its own progress and gauge effectiveness.
   b. Susannah passed along a report from the DART chair David Wilkins: DART had its first meeting on 1/28/16, has finalized their charter, and attendance and participation was very good.