Data Governance Coordinating Committee
Meeting Notes

February 12, 2016

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

1. Meeting notes

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

2. Review of action items

   a. Issue tracking system

      Susannah did not have anything new to report; still working on set-up.

   b. DG Executive Committee memo re technology purchases

      Dan met with Loretta Early regarding this group's memo proposal. She
      recommended this issue be discussed with both Kyle Harper and Nick Hathaway,
      given the implications for academic and operational areas. She recommended
      that the DGCC create a draft of the memo and forward it to the Executive
      Committee for approval and, if approved, circulation. Susannah and Terri each
      agreed to raise the issue with Kyle and Nick and report back to this group.

      Dan started a working list of issues related to software acquisition and integration
      that might be considered as new products are proposed for purchase. The list is
      an early, rough draft and will be added to and refined as the group gains more
      experience with handling such requests. Items so far are:
      ● What data integrations are needed with other data sources?
      ● Who will be using the solution and what data access permissions are
        required?
      ● What data security controls are available?
      ● Are you meeting compliance requirements?
      ● All software acquisition initiatives should be taken to the DGCC as early
        as possible in the process.
      ● IT provides support in working with areas to capture software
        requirements.

3. How requests which use Mulesoft/Informatica resources will be prioritized and monitored

   Initial discussion centered on questions of process. Will DGCC make these decisions directly, or will they be delegated to a DART working group? Will DGCC create a template or request form? By what standards will a request be judged? There was also discussion about the evolving role of OCRC, including how transferring data access requests to the DGCC will work, and whether those changes are causing uncertainty about correct business process.

   To help get the transition of relevant topics from OCRC to DGCC going, Chris will obtain and analyze the list of OCRC pending requests to see which items might more appropriately be tracked and addressed by the DGCC. Until a more formal process is in place, DGCC will handle each request it receives (rather than delegating it) and use the experience to shape future policies and procedures.

4. DGCC metrics - how do we measure our progress and/or effectiveness?

   Carl raised this question. One possible source of quantitative data metrics could be risk mitigation and compliance. Carl will do some research on current practices at other institutions to see what might also work well at OU.

5. HR and Financial data review or stewardship groups

   Susannah had broached this subject with Stewart Berkinshaw, as an interested party for both data areas, but she was not sure the best way to proceed in getting those groups set up. She suggested that Terri, as both DGCC member and an administrator in both areas, might take the lead in establishing the groups. Terri agreed that she is the logical choice to lead the effort but that it will have to be tabled for 1-2 months while major projects currently underway are completed. She will update this group when she is able to make progress on this issue.

6. Other items

   No other items were discussed.