

Data Governance Coordinating Committee
Meeting Notes

February 28, 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 one revision from Dan.

2. DRRG item(s), if any

a. Request 2 - Digital Measures Activity Insight resubmission

This request had previously been submitted but was tabled until the user stories could be refined and scope clarified. Before the meeting, Susannah asked Karen Horne to clarify whether data can be altered once it is drawn into the CMS. Karen said data is read-only once it leaves the Digital Measures system; no one will not be able to alter the profile information from within the CMS. Request was approved with no caveats.

b. Request 3.2 - OU Bound Financial Success Plan

It was clarified that this would be a nightly flat file refresh, not an API (at least at this stage). Request was approved with no caveats.

c. Request 7 - Reporting Access to D2L (metadata)

It was clarified that this request is coming to DGCC as an information item, given that the group had previously approved researcher access to the data on the condition that metadata would be written. That agreement was kept; metadata are now presented to DGCC. Susannah, as chair, will forward this item to the DART Data Dictionary sub-team for further review/action.

d. Request 21 - Minimum Payment Bursar

There were some concerns about the request paperwork, given that it had some incomplete sections and inconsistent validation notes. By checking in

mid-meeting with DRRG contacts, it was possible to clarify what it should have said. Request was approved based on the clarifications, but the DRRG must submit a corrected set of request documents.

e. DRRG Process/Transparency

There was discussion about how the DGCC will notify DRRG about actions taken at the meeting. Consensus was that the DGCC chair will be responsible for notifying the DRRG chair of results. This should be done as soon as possible after each DGCC meeting.

Questions raised by requests considered during this meeting made it clear that there needs to be a functional contact person listed on each DRRG request packet, in case of questions that are best answered by the original requestor. Chris will take this feedback to the DRRG.

Dan suggested that proposals approved by the DGCC should be kept on the shared Google Drive space in addition to the the DGCC website, as a way of ensuring appropriate information back-up. Susannah will do this.

Erin raised concerns about the transparency of this current process. How will those requesting items through DRRG know where their request is in the queue, since it is only publicly visible once the DGCC has taken action. One suggestion was to put a list of all DRRG items on the DGCC website, perhaps refreshed once a month. Another possibility is that the DRRG could set up a website to make that information more visible. Chris noted the DRRG does have a SharePoint site where they manage the queue; he will add DGCC members to the security group for that site. Susannah will talk to Aaron Biggs (current chair of DRRG) about the transparency concerns, get his feedback.

Susannah asked Chris about progress on DRRG's charter. Is this ready to take to Executive Committee yet? Chris said it should be ready soon to take to the next step.

3. Discussion about Legal Counsel

Susannah expressed concerns about the DGCC's lack of any regular dialog with other groups on campus working on governance, most specifically the policy groups created at the urging of Legal Counsel. She wants to make sure the DGCC is not duplicating efforts or working a cross-purposes with other administratively-sanctioned groups. Susannah brought her concerns up to Provost Harper, who suggested it might be a good idea to have either Anil Gollaholli or a representative from his area attend a future DGCC

meeting. There was general agreement with this suggestion, in the interests of keeping lines of communication open. Tim will bring this up to Anil the next time he meets with him; Susannah will try and get a Legal representative on an a future DGCC meeting agenda.

4. Strategic focus going forward

This was tabled until after we have some important side discussions: speaking to Legal Counsel, getting DRRG charter approved, etc.

5. Other items

No other items were discussed.