

Data Governance Coordinating Committee
Meeting Notes

March 25, 2016

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

1. Meeting notes

The prior meeting's notes that were posted to the DGCC shared Google Drive folder were approved without changes. Susannah will add them to the website.

2. Review of action items / updates

a. Issue tracking system

Susannah has the tracking system set up. There is now a link on the DGCC website to a webform where visitors can report an issue they think needs attention by this group. Susannah sent invitations to the Smartsheet site to all members of DGCC.

b. DG Executive Committee memo re technology purchases

Susannah has not discussed this with the Provost yet. Those present didn't know if Terri had spoken to VP Hathaway about it yet.

c. Suggested DGCC performance metrics

Carl has a call scheduled with Stanford to talk about their metrics in this area.

d. Website updates

- The "Meeting Notes" page now has a short list of topics covered next to each meeting date. Dates when a meeting was not held are also marked in the table. After discussion, it was decided that reports to the Executive Committee will also be posted on this page.
- Susannah requested IT set up an email address that is posted on the website: dg_contact@ou.edu. The account is currently set up to have messages to that address go to Susannah and Chris.
- Susannah will create a requests/projects page on the website and add a link to the Smartsheet webform on that new page.

e. Revisit regular meeting time

Terri reports difficulty meeting at current standing day/time; others did not object to possibly moving to a new standing time. Erin will ask her assistant to poll the group.

3. IRR data system (SAS Visual Analytics) project proposal

This is the first formal project proposal to be evaluated by this group. A list of questions to be addressed was drawn up by Susannah, as committee chair, and circulated to the rest of the committee for any additions and for approval. The list of questions is now posted on the DGCC website

(http://ou.edu/content/dam/datagovernance/docs/proposals/DGCC_New_Project_Questions.pdf).

Susannah presented a proposal from IRR for the data exploration/reporting system they're developing using SAS Visual Analytics (SAS VA), providing answers to all of the questions on the project proposal form. A copy of the proposal will be posted on the DGCC website's request page

(http://ou.edu/content/dam/datagovernance/docs/proposals/DGCC_Project_Proposal_MI_NERVA.pdf).

IRR will use SAS VA to create dashboard-type interfaces for official reporting data. They will draw on IRR's reporting tables, a resource currently available only to IRR staff. IRR will create preset reports to meet regular requests, as well as specialized reports to support more specific research topics. Launching this system will address needs for official reporting data across campus, as well as ease workload concerns of IRR staff. The project will be completely owned, maintained, and supported by IRR, with IT providing only hardware and hosting.

IRR will require user training for the tool and for appropriate use of data, both in following standard policies (FERPA, appropriate use, etc.) and in understanding IRR's custom report groupings. Data accessed by the SAS VA system will only be that created and maintained by IRR. Any expansion of data included in the system will be brought to the DGCC for approval. Data accessible will include student, course, and HR data, with potential for financial data later on. Access will be through web browsers or via a mobile application. The project is in the software installation and configuration stage, although some initial planning of report content has begun.

After a review of the proposal document, there was some additional discussion. Dan suggested IRR contact IT Security to discuss any needs not already considered. In discussion about how long users would be granted access to the system, Erin

recommended that IRR grant approval for specific lengths of time, revisiting access privileges periodically.

DGCC approved the IRR project proposal, with a review in six months.

4. Other items

- a. Chris forwarded to the group a request from Eric Blazek, College of Liberal Studies (CLS), for an organizational (non-named) Cognos license. The license would be used as part of a CLS-designed simplified web application interface between campus staff and Cognos/ODS.

Dan pointed out that this would likely violate the license agreement with Cognos, given that it could be perceived as circumventing the current per-seat pricing. Chris and Susannah had concerns about non-named users having access to Cognos data without any check to make sure they had completed FERPA training. Chris noted that it might be possible to make this CLS project work without using Cognos at all. If that's the case, CLS will need to submit a project proposal, using the form now on the DGCC website, if they wish to pursue this issue further. A completed proposal would answer many of the committee's questions about how the application would be designed, administered, and supported.