

Data Governance Coordinating Committee
Meeting Notes

April 12, 2016

Present: Susannah Livingood, Carl Grant, Chris Kennedy, Terri Pinkston, Dan Shuart, Erin Wolfe, Joey Albin
Guests: Aaron Biggs, Lindsey Johnson, Nick Key

1. Meeting notes

The prior meeting's notes, 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. New standing meeting day/time
Starting with this meeting, the DGCC will meet every other Tuesday from 3:00-4:00 pm. The meeting location has not changed.
- b. DG Executive Committee memo re technology purchases
This has not been discussed with the Executive Committee yet.
- c. Metrics
Carl had an initial conference call with Stanford to talk about their metrics but needs to do more follow-up with a different group there.

3. Bimonthly Executive Committee update - review of draft

Susannah circulated a draft April update to the group for review prior to the meeting. With addition of one item, the report was approved. Susannah will send it to the EC and post it on the website.

4. Update from Student Profile team regarding API approval process

Chris, along with guests Aaron, Lindsey, and Nick, provided an update on the proposed data request process. A flow chart documenting the process was provided (attached). The chart shows how a data request would be handled, with different action flows depending on the nature and scope of the request.

It was clarified that all requests that are handled by this process flow will move through the DGCC, just at different levels of approval. For new projects and very sensitive information, the DGCC will have to conduct a full review. For expansions of existing projects or use cases that fall completely under an already-approved project, the DGCC may just be notified and be given a chance to respond prior to implementation rather than requiring a formal approval every time.

When asked about what exactly would be considered a “data request” for these purposes, it was clarified that this process covers more than requests to build or use an API; it includes all data-related work, such as Cognos packages, ODS development, etc. Requests will either be used to generate new use cases or will be slotted under existing ones. Once the need for access or IT development work is established via use cases, the request review group will create the necessary documentation to bring a proposal to the DGCC for formal review.

The group discussed membership of the proposed data request review team. Most of the discussion had centered on access to student data, but there are (and will be more) projects that would draw on HR and financial data sources. Would there be one team like this for each data area, or should there be one single group that handles all types of requests? Consensus was that one group would work best; some team members are able to represent multiple data sources, while others could be called upon as needed for their area of expertise.

There was a suggestion to designate slots for specific administrative areas, but that kind of system can be difficult to set up given the collaborative, cross-functional nature of the projects to be reviewed. DGCC asked for the names of those currently working on this data request review team. Core team is currently: Aaron Biggs, Chris Kennedy, George Thomas, Jeff Wall, Nick Key, Lindsey Johnson, and Dan Shuart. DGCC agreed that group was a good starting point, but directed them to also add a representative from CCE. They will ask Misty Rhodes for name(s). Representatives from HR, Finance, and possibly VP of Research should also be identified.

5. Other items?

No other items were discussed.

