Data Governance Coordinating Committee
Meeting Notes

April 25, 2017

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

Absent: Terri Pinkston, Tim Marley

1. Review of prior meeting notes

   Meeting notes were approved with one formatting correction.

2. Update on action items

   a. Discussion with Anil Gollaholli

      The purpose of the meeting was to give Legal Counsel (LC) a general overview of DGCC activities, especially as they might (or might not) relate to other data governance discussions on campus. As a result of the meeting, Anil Gollaholli suggested LC might do a review of policies and governance structures at other institutions, and he will likely discuss the issue further with members of the DGCC Executive Committee. Future actions may include LC representation on DGCC.

3. Meeting frequency

   Susannah proposed changing meeting frequency to once a month, considering that recent patterns of meeting cancellation. After discussion, consensus was that meeting frequency may vary depending on workload, and it's better to have the time reserved and not used than to have to add meetings back on later. Scheduled meeting frequency is unchanged, but meetings may be cancelled for lack of agenda items.

4. DRRG item(s), if any

   Old Business: Request 19 was approved via email vote after IT presentation to members of DGCC, clarifying questions raised by the group about the request.

New Business:

a. Request 3 - Student Data Profile

There was some discussion about the need to improve executive summaries in these requests. This issue will be added to the agenda for the DRRG charter discussion.

This request was approved with no caveats or changes.

b. Request 20 - iAdvise Notes to Banner

There was some discussion about the package being submitted while still incomplete (out-of-date timeline, missing project execution information). It was pointed out that this is a notification-only item, but there was still concern raised about packages needing to complete even if they are FYI.

This request was accepted as notification only.

c. Request 24 - iAdvise Access to ODS Student Curricular History Detail

After discussion, it was decided that this request is under under the DGCC's purview. It was referred to Student System Portfolio Committee (SSPC) for their further action.

d. Request 26 - Salesforce CRM for Retention Task Force

Prior to the meeting Susannah asked for more information on this package, as several fields in the package were left blank when originally submitted. While a revised version was submitted prior to the meeting, Chris said the DRRG had identified some problems with the current package format, especially with the Excel spreadsheet where sources are identified. He suggested that a review of the package format should be part of the DRRG charter discussion.

Susannah expressed concern about the IRR portion of the validation. She said it was inaccurate, and that made her wonder if there were any problems with the rest of the package that aren't obvious. Chris suggested that the issue Susannah has can be traced back to the package format problems already identified.

This request was approved pending addition of caveat that DRRG needs to revisit fields marked as needing validation by IRR. DRRG returned a revised version with requested updates on 5/8/17; conditions of approval have been met.

   e. Draft DRRG charter

This item was tabled until the next meeting.

5. Other items

No other items were discussed.