

Data Governance Coordinating Committee  
Meeting Notes

**August 2, 2016**

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

1. Meeting notes

The prior meeting's notes, posted to the DGCC shared Google Drive folder, were approved with no changes. Susannah will add them to the website.

2. Regular report to Executive Committee

Susannah distributed a second draft of the annual executive committee report and requested comments from the group. One major change from the first draft was inclusion of a tracking list showing all items under review by the DGCC. Members suggested a section about metrics be added, detailing the committee's plan to begin tracking and sharing statistics that can be used to measure the effectiveness of the group's efforts.

Susannah will make the requested changes and will circulate a final draft to the group for approval before sending to the EC.

3. Review of tracking list

Committee reviewed the tracking list, with Susannah explaining a new set of categories added to help with metrics. DGCC members who had not already accepted an invitation to the Smartsheet site where the list is kept were sent a new invitation by Chris.

Erin and Chris noted a couple of items that needed changing. There was discussion about whether Student Data Profile - which was not on the list - should be added. Are we tracking it as a "thing" being built, or is that covered by the projects requesting access to it? Consensus was that it needed to be added and tracked, as a build requiring it's own documentation stream, separate from the requests to use it that are each being documented separately.

4. Best practice recommendations to DRRG regarding validation and spec creation

This topic was not fully discussed due to lack of time. It was suggested these draft documents could be provided to the DRRG to get their initial feedback and comments.

5. Annual committee chair selection

Susannah asked the committee for nominations. Carl nominated Susannah for another term. Motion was seconded and passed unanimously by voice vote.

6. Other items?

No other items were discussed.