

Data Governance Coordinating Committee
Meeting Notes

August 30, 2016

Present: Susannah Livingood, Carl Grant, Chris Kennedy, Dan Shuart, Erin Wolfe
(remote), Joey Albin
Guests: Nick Key (IT/DRRG)
Absent: Tim Marley, 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. DRRG validation guidelines/procedures

Nick and Chris presented a revised Data Request Process (included at the end of these notes), developed by the DRRG and modified to address feedback about the validation part of the process. The revised process indicates that a validation plan will be drawn up in consultation with data stewards, and validation will be complete before the request is sent to DGCC for final review. A list of required process documents has been added, to include an executive summary, a data owners list, a validation checklist, the data specifications, and any supplementary materials.

There was discussion about what kind of approval the DGCC is providing. Is it final, for all time, or is there a review process? Nick noted that the revised process allows for some flexibility: yes, no, yes-but... The idea is that after DGCC review there should be documentation of the decision, including any concrete steps that need to be taken on either a no or a yes-but decision, to track any follow-up work needed. Carl also suggested an automatic period for review be built into our processes, whether that be six months, a year, etc., so we can monitor how successful the end product was, note any necessary tweaks, etc. There was some support for instituting this in the future. Because DGCC and DRRG will be tracking approval dates, we can set up rolling reviews in the future.

There was discussion about the roles of each group in the review process. Nick stressed that the DRRG represents users, and that at times their advocacy for user access may seem in conflict with DGCC's advocacy for data governance processes. It was agreed that both groups need to keep in mind always the ultimate goal of creating a quality

reporting environment that helps OU employees better support student success. Susannah expressed appreciation that the new process accounts for the possibility of not reaching full consensus on validation. A project might move forward if deemed sufficiently validated by a majority of stakeholders, but documentation of minority viewpoints would be attached for the record. Chris noted the DRRG plans to post approved proposals online, to increase transparency of the process.

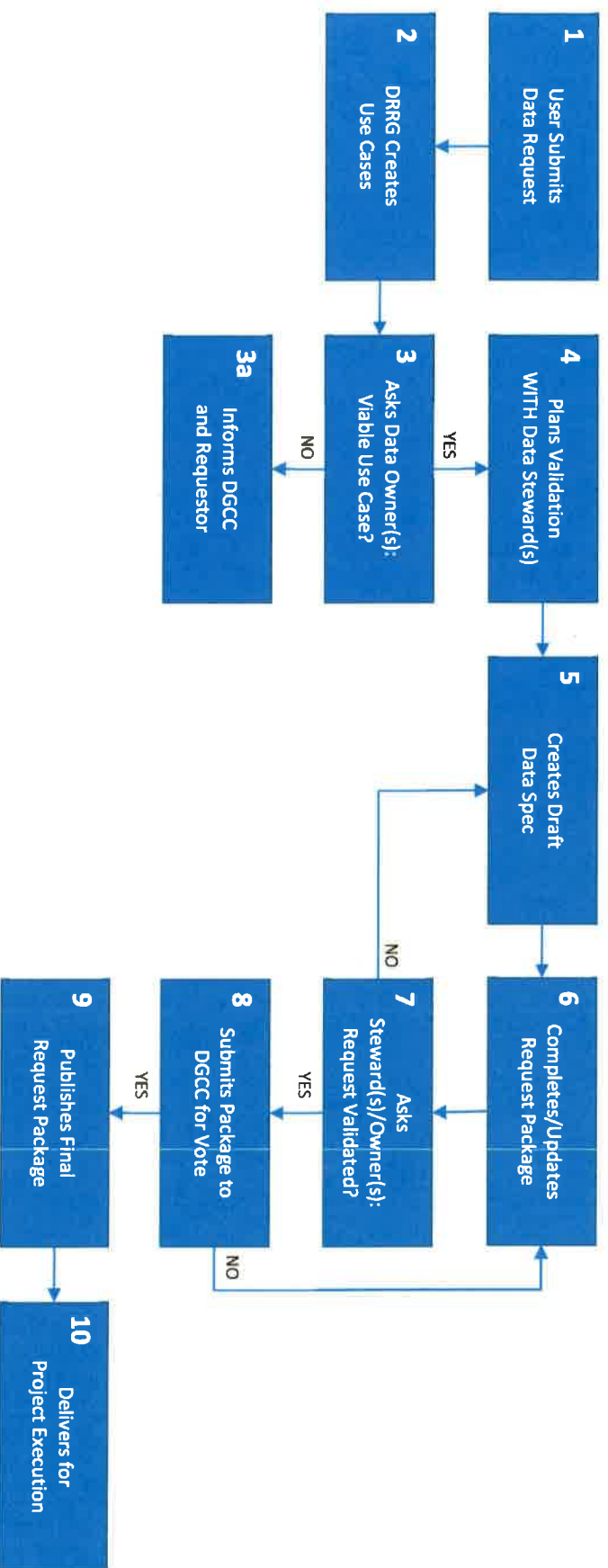
Chris reviewed a sample Data Owners list drafted by the DRRG. The contacts listed would serve as the initial contact point for the DRRG when getting feedback on user stories and developing validation plans. The sample list also included suggested components for a validation checklist. Chris asked for feedback from DGCC; he will bring an updated version to a future DGCC meeting for further review. Susannah asked that DRRG remember that input is sometimes needed from more than the data “owner” - key stakeholders can sometimes be broader than that, or not always immediately apparent. For example, if a project needs to use functional HR data, the data owner of HR is sufficient contact. If a project needs HR data for a reporting function, however, that falls under both HR and IRR, because of the reporting dimension. Susannah asked the DRRG to please keep that extra dimension in mind when revising the draft document.

There was strong support from the DGCC for the revisions presented. A revised set of procedure documents will be presented at the next DGCC meeting scheduled after the revisions are done.

3. Other items?

No other items were discussed.

Proposed: Data Request Process



Required Process Documents

- **Executive Summary:** Includes basic request information, delivery mechanism and associated use cases.
- **Data Owners List:** Outlines Data Owners and Data Stewards for broad data categories (Financial Aid, Payroll, Course Management, Bursar, Reporting, etc.).
- **Validation Checklist:** Lists all required validation items for DGCC approval as well as additional validation items agreed upon in process step 4.
- **Data Spec:** Details data required to fulfill the request in appropriate data format (based on delivery mechanism, i.e. API, star schema, ...)
- **Supplementary Materials:** Captures key information about the Data Spec, such as caveats, assumptions, data limitations (refreshed every week, for instance), data classification details, and any key implementation information.

Action Items

- DGCC and DRRG: Finalize validation criteria
- DRRG: Create a data request form
- DRRG: Complete a package template and submit to DGCC for final approval. This package + the process flow will represent version 1.0 of the data request approval process
- DGCC: Determine optimal turnaround time for requests
- DGCC and DRRG: Build and publish Data Owners document
- DGCC and DRRG: Agree on locations/processes for formal publication of request documentation
- DGCC and DRRG: Agree on an official communication method to facilitate conversations between DGCC and DRRG
- Agree on an official communication method to facilitate conversations between DGCC and DRRG on a request package level

Sample: Data Owners List

Data Category	Vice President	Data Owner	Data Steward(s)
Admission & Recruitment	Matt Hamilton	Susan Whyatt	Chris Wallace
Bursar	Matt Hamilton	Jennifer Cook	Brad Cook
Financial Aid	Matt Hamilton	Kathi Robinett	Kathi Robinett
Registration, Grades, Course Scheduling, Records etc.	Matt Hamilton	Breck Turkington	Marcus Glenn
Institutional Reporting	Kyle Harper	Susannah Livingood	David Wilkins
Course Management	Kyle Harper	Mark Morvant	Kevin Buck(?)
Payroll	Nick Hathaway	Terri Pinkston	
Financials	Nick Hathaway	Terri Pinkston	
HR	Nick Hathaway		
...			

Sample: Validation Checklist

For each validation session (by data category), DRRG will provide:

- Method: In person, email, phone call, etc.
- Time stamp: Meeting date/time, date range for email discussion, etc.
- Attendees/participants: Names and data category represented
- Data Request Package: If package differs from that submitted to DGCC
- Session Notes: Documented comments or concerns about the validation items
- Validation Decision: Was package validated? Any dissenting opinions or concerns?
- Category Specific Items: Any additional validation items requested by Data Owners or Data Stewards