Data Governance Coordinating Committee
Meeting Notes

September 25, 2015

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

1. Meeting notes
    Chris Kennedy clarified wording in one section of the notes. No other changes were offered. The revised notes were accepted as final. Susannah will post the minutes to the DGC website.

2. Updates on action items
    a. OU now has a campus-wide contract with EAB, so materials referenced in past meetings by Dan are now accessible to all. Carl was able to access the materials. Committee discussed the data governance resources available on EAB and recommended that we further utilize these resources.
    b. Dan provided committee with a list of ongoing projects identified by IT as relevant to the governance process (see Appendix One). Committee then noted one or two contact names for each project and discussed the priority of each one. Committee decided it will dedicate some standard meeting times to discussions with those project owners to provide counsel regarding data governance concerns. Issues to discuss with each project owner include:
        i.   What is the project?
        ii. How did the project begin?
        iii. What is the current progress?
        iv. Describe any existing or past contingencies/roadblocks.
        v.   Describe your data usage and data sources.
        vi. What is your timeline to completion?
        The committee then discussed the appropriate frequency and method of following up on approved projects. It was decided that the nature of the project would dictate both the method and frequency of updates. Some projects would have set milestones for reporting back, while others would have regular updates provided by a DGC committee member acting as liaison to the project. Each project will have an update method and frequency set up during the initial project discussion with DGC.

3. ODS transformation plan proposal
    Having agreed that the six-member DGC cannot possibly perform all the work required to create and maintain governance functions at OU on its own, the DGC proposed

transformation of the existing volunteer ODS Committee into an officially chartered committee reporting to the DGC. Having proposed that change at the 9/24/15 ODS meeting, ODS membership seemed generally in favor, and approval from the current ODS Committee chair, David Wilkins, was obtained. DGC then discussed how that transformation might work. It was decided that the ODS Committee as currently constituted will end, but it will be immediately replaced (without a break) by the new committee. Membership of the new committee will be based on balanced representation from affected campus groups. Smaller subgroups may be created by the main body to work on special topics as needed, with membership to be wider than the main body if appropriate. David Wilkins will serve as initial chair of this new group, in recognition of his past leadership in this area and his ability to facilitate the transition, and he will work with Susannah to draw up an initial membership list and a draft charter to be approved at the first meeting of this new group.

4. Communication plan
    How should the data governance committee handle high priority concerns?
    a. Committee should consider an outreach effort to increase awareness of data governance around campus, so people remember to account for data governance concerns in their processes.
    b. Data governance committee will devise a public-facing communication plan to deploy when ready.

5. Meeting frequency
    Committee decided to remain at a meeting frequency of every two weeks, with additional meetings if necessary.

6. Other items
    No other agenda items were discussed.

Appendix One

Data Governance Committee Projects List

Advising
Provost Harper's project to reimagine how advisers and students work through the advising process.
Contacts: Chris Kennedy, Aaron Biggs

Star Schema Development
Collection of key student engagement dimensions and fact tables for BI/Analytics.
Contact: Jeff Wall

Portal
Replacement of Luminis will require integrations with Banner.
Contact: Eddie Huebsch

Admissions CRM
Replacing Hobson's. Students will apply through CRM and pass data to Banner.
Contact: Chris Kennedy

OU IT CRM
Use of faculty, staff, and student data for creating CRM profile.
Contact: Nick Key

Informatica Documentation
Will need to document key data points and business logic as part of ETL process re-engineering.
Contact: Jeff Wall

Identity and Access Management
Will impact process for account creation, role-based access, OU profile, etc.
Contact: Dave Shields

API Catalog
Will want to populate open APIs into the API Management tool and will need governance to approve use cases.
Contact: Lindsey Johnson

OUBound ,OUNow
Student on-boarding and CRM-type mobile applications.
Contacts: George Thomas, Erin Wolfe