

Data Governance Coordinating Committee
Meeting Notes

September 27, 2016

Present: Susannah Livingood, Chris Kennedy, Dan Shuart, Erin Wolfe, Tim Marley
(phone), Joey Albin
Guest(s): Nick Key (IT/DRRG)
Absent: Carl Grant, Terri Pinkston

1. Update on DRRG validation process (see attached)

Nick Key presented updates to the Data Request Review Group (DRRG) process. Nick walked through the revised process flow using an example request. He noted that DGCC will receive an executive summary only, explaining the basic elements of the request. There was some discussion related to the data validation section of the process. Nick expressed concerns about documenting validation of an entire table rather than a field or two, noting it could quickly become unrealistically complicated to keep up with. Dan suggested adding a dedicated caveat section to the data validation notes document. There was further discussion about how long-term approval compliance will work. The DRRG will receive and review request documents at their meetings, then pass the request on to DGCC, providing sufficient time for DGCC members to review before their meeting. Tim asked if the new process corresponded to recently implemented policies regarding data classification. Nick will add an item addressing this issue to the validation checklist. Susannah said the process seemed well thought out. Nick will incorporate suggestions from this discussion into the process. DRRG will now put the new process flow into use.

2. Creation of the Student System Portfolio Committee (and decommissioning OCRC)

Chris provided an update on the Student System Portfolio Committee (SSPC) and its anticipated scope and process flow. The new process includes a prioritizing function, handling projects anticipated to be under 20 IT hours differently than those requiring additional resources. Discussion included questions about how overlapping access requests would be handled - is that an issue for SSPC or DGCC? Chris clarified that the data owners would handle those kinds of issues; DGCC doesn't need to be involved in decisions about making data available to business units within ESFS itself.

3. Question from DART subgroup regarding proposed project (see attached)

This question will be circulated to the group to handle via email. Susannah sent it to DGCC members for feedback on 9/29/16; consensus was that the DART subgroup should proceed as proposed.

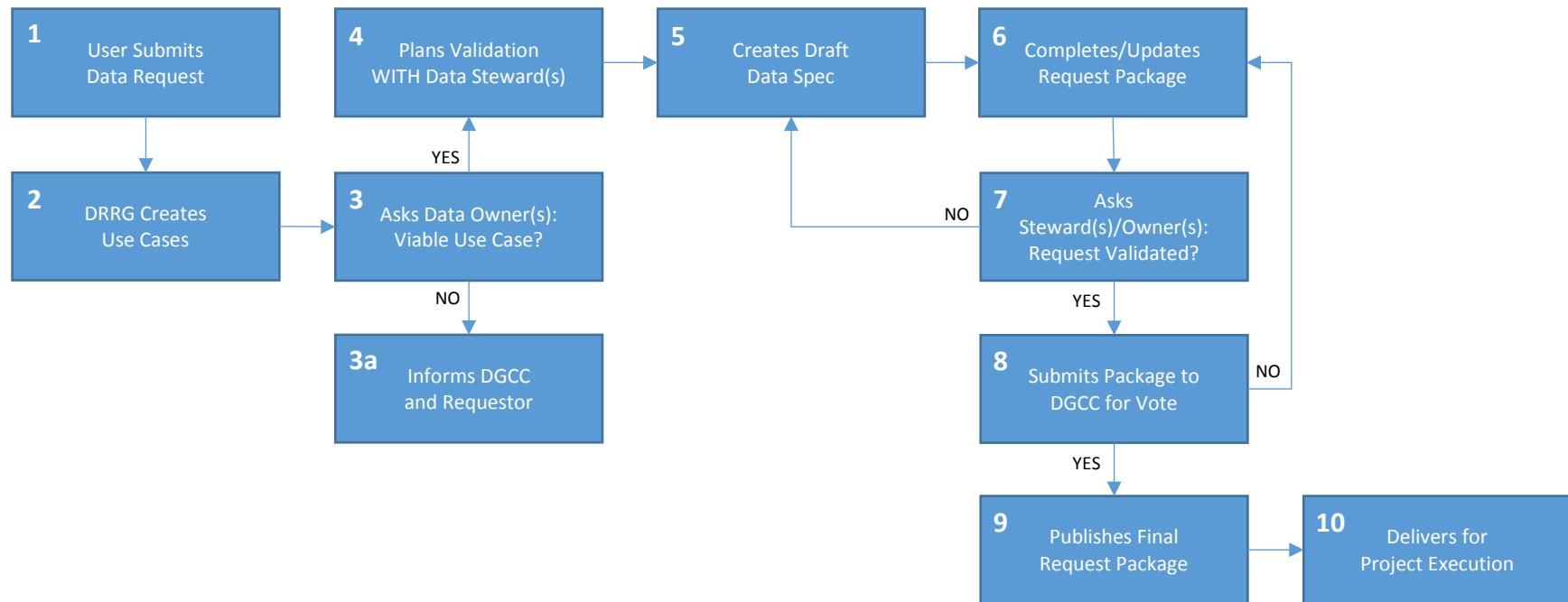
4. Who can chair next regularly scheduled meeting (10/11/16)

Susannah will be unable to chair the meeting due to a scheduling conflict. The group decided to see if there will be sufficient agenda items to merit a meeting. If not, the meeting will be cancelled.

5. 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 on a request package level

Executive Summary

Request 1111 – Bursar Balance and Minimum Payment

Updated 9/26/2016

Financial education and awareness has been identified as a critical component of student retention. University leadership has requested that we present financial information through multiple applications on campus to increase visibility of these costs for students and their parents.

Request 1111 will provide for delivery of bursar balance and minimum payment to campus applications via an API for the purpose of personalization. The first apps to consume this API will be OUNow and ONE.ou.edu.

User Stories

- As a student, I want to view financial information so I can make better choices about managing the cost of my education.
- As a student, I want to know if my financial standing with the University will prevent me from enrolling in the next semester, so that I can resolve any issues and enroll on time.
- As the Bursar Office, Financial Aid Office, Graduation Office, or other office involved in supporting student financial needs, I would like easy access to deploy financial information within existing and new applications.
- As a student support staff (Advisor, faculty, graduation coach, etc.), I want to discuss student financial preparation as it relates to enrolling and graduation and would like to know that students have easy access to this information.

Applications

Bursar balance and minimum payment would be presented to a student through an existing or new application as a data point, typically partnered with a link to pay the outstanding minimum payment per the example below:

1. Admitted student logs into OUNow.
2. OUNow details the student's upcoming minimum payment, along with a button labeled "Pay Now."
3. Student clicks the button and is taken to TouchNet.
4. Student pays minimum payment via Touchnet.
5. Minimum payment is updated in application to \$0.00.

Delivery and Timeline

- This data will be delivered through a REST API.
- To meet initial timelines for OUNow and ONE, we need to complete the API by October 15. It will take approximately one week after DGCC approval to complete this work.

Data Validation Checklist

Request 1111 – Bursar Balance and Minimum Payment

Updated 9/26/2016

Category 1: Bursar

- Method: Phone Calls
 - Time stamp: 9/23/2016
 - Attendees/participants: Terry Martin, Brad Cook, and Jennifer Cook
 - Session Notes: Caveats documented in Supplementary Materials
 - Validation Decision: Package was validated for use cases defined in exec summary
 - Category Specific Items:
 - FERPA Compliance: Documented in Supplementary Materials
-

Category 2: Financial Aid

- 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
- 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

Process Notes

Request 1111 – Bursar Balance and Minimum Payment

Updated 9/26/2016

Validation Planning

- Consulted Kathleen Schmidt, Jennifer Cook, and Brad Cook.
 - Data is appropriate for use cases per Kathleen (9/1/2016)
 - Should we include only current minimum payment? No. Include both current and historical minimum payment so students can compare previous minimum payments due against account credits.
 - Add to validation checklist:
 - Before validation can be approved, requestor must present a plan for handling FERPA concerns.
-

Validation Notes

Attendees: Nick Key, Terry Martin, Jennifer, and Brad Cook

Date: 9/26/2016

- Caveats: Minimum payment refreshes only on the 21st of each month. Even if a payment is made before the 21st, the minimum payment will not change or update. Because of this, some minimum payments can be larger than the total bursar balance.
- FERPA plan was approved because no one but the student will be able to view the data.

Data Specification

Request 1111 - Bursar Balance and Minimum Payment

Updated: 9/26/2016


Category	Attribute Name	Source (SOR)	Schema	Location	Read/Write	Description	Notes	Validated By
Bursar	OUSTACCOUNT.AR_MIN_PMT_PIDM	Banner	OUSTACCOUNT	AR_MIN_PMT	Read	Unique student identifier (PIDM) to connect tables	To relate a historical term min payment to a student	Jennifer Cook and Brad Cook
Bursar	OUSTACCOUNT.AR_MIN_PMT	Banner	OUSTACCOUNT	AR_MIN_PMT	Read	Minimum payment due by term		
Bursar	OUSTACCOUNT.AR_MIN_PMT_TERM_CODE	Banner	OUSTACCOUNT	AR_MIN_PMT	Read	Term for selecting minimum payment to display		
Bursar	OUSTACCOUNT.AR_CURR_MP_ID	Banner	OUSTACCOUNT	AR_CURR_MIN_PMT	Read	Sooner ID for connecting tables	To relate a current min payment to a student	
Bursar	OUSTACCOUNT.AR_CUR_MIN_PMT	Banner	OUSTACCOUNT	AR_CURR_MIN_PMT	Read	Minimum payment due for current period		
Bursar	TBRACCD_BALANCE_PIDM	Banner	TAISMGR	TBRACCD	Read	Unique student identifier (PIDM) to connect tables	To relate a balance to a student	
Bursar	TBRACCD_BALANCE	Banner	TAISMGR	TBRACCD	Read	Total balance owed to the University		

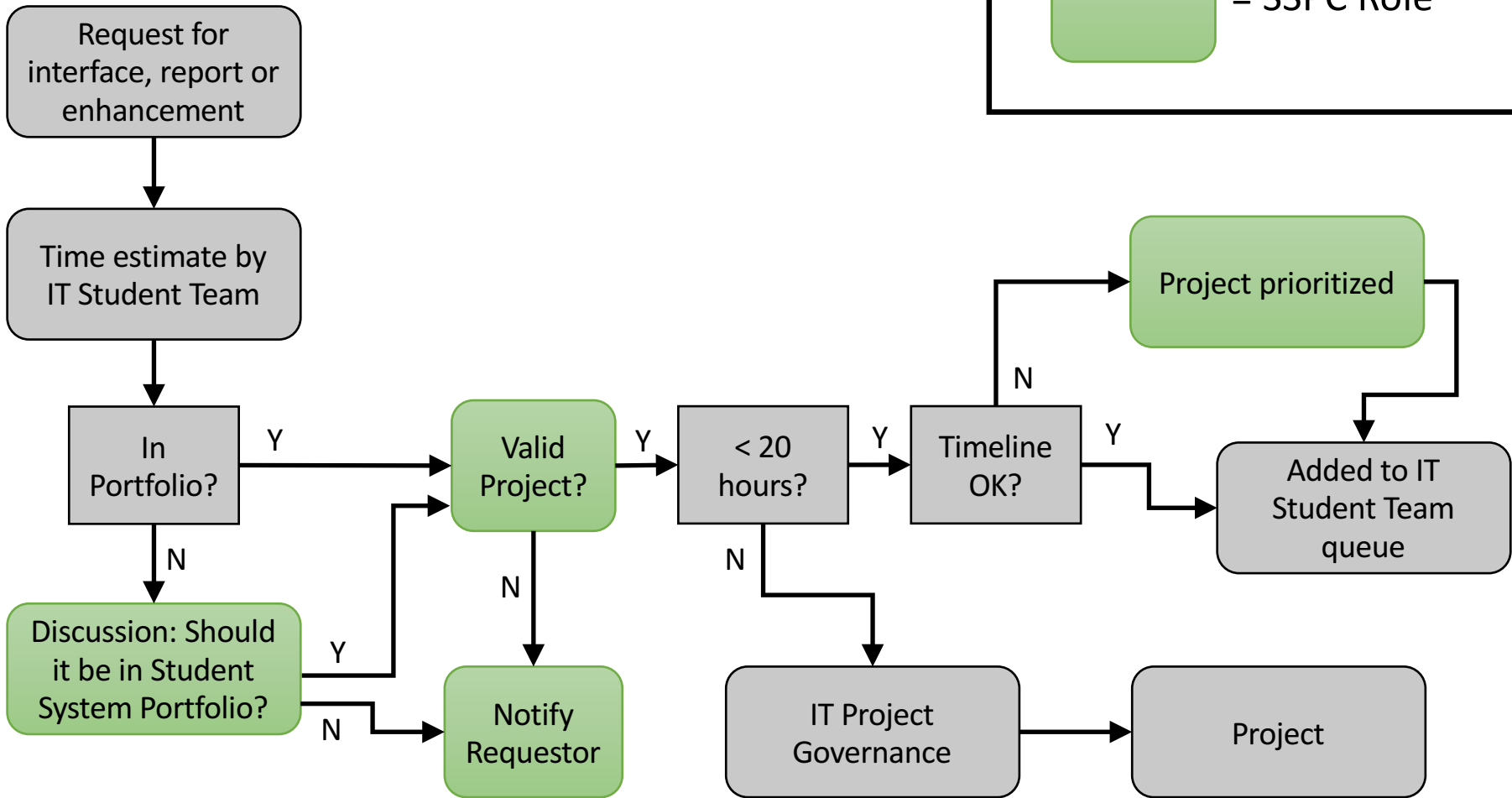
University Data Owners

Updated 9/26/2016

Category	Vice President	Data Owner	Data Steward(s)
Admission and Recruitment	Matt Hamilton	Susan Whyatt	Chris Wallace
Bursar	Matt Hamilton	Kathleen Schmidt	Brad Cook, Jennifer Cook
Financial Aid	Matt Hamilton	Kathi Robinett	Kathi Robinett
Academic Records (e.g., grades)	Matt Hamilton	Breck Turkington	Marcus Glenn
Enrollment and Scheduling	Matt Hamilton	Breck Turkington	Marcus Glenn
Institutional Reporting	Kyle Harper	Susannah Livingood	Susannah Livingood
Course Management	Kyle Harper	Mark Morvant	Kevin Buck
Advising	Kyle Harper	Kathleen Smith	Aaron Biggs
Payroll	Nick Hathaway	Terri Pinkston	
Financials	Nick Hathaway	Terri Pinkston	
HR	Nick Hathaway		

Student System Portfolio Committee (SSPC) Process Flow

 = SSPC Role



From: Livingood, Susannah B.
To: [Grant, Carl](#); [Kennedy, Chris C.](#); [Pinkston, Terri B. \(terri@ou.edu\)](#); [Shuart, Daniel B.](#); [Wolfe, Erin G.](#)
Cc: [Wilkins, David \(dwilkins@ou.edu\)](#)
Subject: INPUT NEEDED - DART Policy & Recommendations Subteam
Date: Thursday, September 29, 2016 10:19:00 AM

This was brought to us for either endorsement or revision. It was on Tuesday's meeting agenda but was deferred to email discussion due to lack of time.

Can you please send me your thoughts – with an up or down vote – by the end of the day on Friday?

Thanks,

Susannah

From: Wilkins, David
Sent: Monday, September 26, 2016 2:34 PM
To: Livingood, Susannah B.
Cc: Giustozzi, Emilie R.
Subject: DGCC Discussion Item from DART

Susannah,

Here is an item for the DGCC for tomorrow's meeting, if you have time to address it.

Thanks,
David

This e-mail is from David Wilkins, Chair of the Data and Reporting Team (DART), and it is sent on behalf of Emilie Giustozzi, who is currently serving as Chair of the DART Policy and Recommendations Subteam. Emilie is out on personal leave for the next two weeks.

DART Policy & Recs has been interested in surveying Norman and Tulsa campuses for current policy-making bodies and policies concerning data and technology. The subteam is focusing on those policies related to student, financial, and HR data, but is not intentionally excluding other policies that may be discovered during this process.

Patrick Livingood, Chair of the Information Technology Council, has assembled a list of standing IT-related committees on the Norman Campus for a separate ITC project. The list has twelve committees.

The DART Policy and Recommendations Subteam is interested in using the ITC list created by Patrick as the basis for creating an enhanced list, adding columns for each committee to record information such as:

- Can the committee recommend or draft policy?
- Can the committee approve policy?
- If the committee recommends or drafts but cannot approve policy, what is that committee's current protocol for policy approval, including the approval bodies?
- For policy-making committees, learn where the policies are stored or available for viewing
- For policy-making committees, learn whether a communication plan exists to make their policies known to relevant campus populations

To obtain this information, each of the chairs of the 12 committees on the ITC list would be contacted by a representative from the DART Policy & Recs subteam. To ensure uniform presentation and information-gathering, the DART Policy and Recs subteam would develop a script of questions to be used by subteam representatives as they contact the 12 committee members, either in person or via-mail.

The goal of adding this additional information for IT-related committees is to better understand which committees are, or have been, involved in recommending or approving policies on the Norman and Tulsa campuses. One of many possible outcomes is that a webpage could be developed to clarify policy-making bodies and policies. Policy overlaps and gaps may also be identified, though they would not be the initial goals.

The question being posed to the DGCC is to see whether it believes that surveying the 12 committees on the ITC list is a good use of time for the DART Policy & Recommendations Subteam.

Thank you,
David

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