

Data Governance Coordinating Committee  
Meeting Notes

**October 25, 2016**

Present: Susannah Livingood, Carl Grant, Chris Kennedy, Terri Pinkston, Dan Stuart, Tim Marley, Joey Albin

Absent: Erin Wolfe

1. DRRG items needing evaluation

DubLabs Request for Database Access  
DRRG Request #10

Chris provided a copy of the DRRG request package via email prior to the meeting (see attached). This request would allow contractor DubLabs access to student database for purpose of developing a mobile registration platform for OU. During discussion of the request the following points were clarified:

- Approval would allow DubLabs direct database access
- Connection would utilize Active Directory for credentialing

During discussion, concerns were expressed about current IT practices of testing systems in PROD using real student accounts. Group agreed that this issue needs following up on, but not in relation to this specific request. Chris will look into the issue.

DGCC approved the request with these caveats:

- The request document needs some dates added to the validation section.
- More information is needed about level of access to student data and who exactly would have that access.
- Doublecheck of contractual agreement to ensure appropriate clauses about data protection and security were included.

2. Other items?

No other items were discussed.

# Executive Summary

## Request 10 – DubLabs registration data access

Updated 10/25/2016

Allowing students to conduct business with the university through a mobile platform is an important part of enhancing the OU student experience.

Request 10 will allow DubLabs (third party creator of a unifying campus mobility app – the current version of which is available on the AppStore and Google Play as “OU”) to build out the ability for students to register for courses and add themselves to the waitlist for a class through a mobile device. They are asking for access to Banner delivered tables and packages to build the necessary logic for student registration.

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### User Stories

- As a student, I want to see my existing course registration for a current or future semester on my mobile device and add/drop additional courses if my registration window is open.
- If a course is currently full, I wanted to add myself to the waitlist.

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### Sample Application

Course registration would be available to a student who is logged in to the OU app:

1. Student logs in to OU app.
2. Student navigates to course registration.
3. Student is able to choose the available term for registration and/or add/drop.
4. Student can add/drop courses as needed and add themselves to the waitlist if a course is full.

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### Delivery and Timeline

- **Delivery Method:** These tables and packages will be made available to the development account used by DubLabs. Initially, access will be given to data in Banner PPRD for testing purposes, once the functionality is approved by Enrollment Services, access can be given to the Banner PROD environment. The packages and tables will be used to ensure a student is eligible to enroll, that their registration window is open and that there is room available in the course or on the waitlist.
- **Timeline:** In order to be useful for students for spring and summer add/drop, it would be ideal to have this in place by November 18 to allow for testing before the start of the Spring semester.
- **Project Acceptance:** This project will be complete when view access to tables and execute access to packages has been granted to the DubLabs developer account (or a wrapper created and access given for the two needed functions in the case of SFKWLAT).

# Data Validation Checklist

Request 10 – DubLabs registration data access

Updated 10/25/2016

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## Category 1: General

- Method: In Person
  - Time stamp: 10/18/2016
  - Attendees/participants: Chris Kennedy (data owner/steward during request approval process)
  - Data Spec presented: v1.0
  - Validation Decision: Package was validated for use cases defined in executive summary
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## Category 2: Enrollment

- Method: Email, In Person
- Time stamp:
- Attendees/participants: Breck Turkington (data owner during request approval process), Marcus Glenn (data steward during request approval process)
- Data Spec presented: v1.0
- Session Notes: Caveats documented in Supplementary Materials
- Validation Decision: Package was validated for use cases defined in exec summary

# Process Notes

## Request 10 – DubLabs registration data access

Updated 10/25/2016

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### Validation Planning

- Chris Kennedy and Marcus Glenn spoke with DubLabs on 9/13/2016 to find out the specific table and package access they needed to allow students to add/drop courses or add themselves to a course waitlist.
  - DubLabs provided the needed table and package access on 9/21/2016.
  - Consulted Breck Turkington, Marcus Glenn and Chris Kennedy.
  - General data needed is appropriate for use cases per Chris (10/18/2016).
  - Enrollment table and package access needed is appropriate for use cases per Breck (10/21/2016) with additional caveat of making sure Enrollment is involved in testing before anything is rolled out for general use.
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### Validation Notes

Email: Chris Kennedy, Marcus Glenn

- Discussed the data specification document detailing the tables and packages DubLabs needs access to. As mentioned in the caveat below, a wrapper needs to be created for SFKWLAT to only give access to the two functions needed by DubLabs: `f_student_is_notified` and `f_get_wl_pos` – there are other procedures and functions Enrollment is not comfortable giving DubLabs access to (since they allow for modifications of the waitlist queue or the ability to send out notifications).
  - The data specification for the general category was approved by Chris Kennedy on 10/18/2016.
  - The data specification for the enrollment category was approved by Marcus Glenn on 10/21/2016 (again, with the caveat mentioned of creating a wrapper for SFKWLAT).
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### Caveats and Data Quality

- Caveats
  - Wrapper needs to be created for SFKWLAT to only give access to the two functions needed by DubLabs: `f_student_is_notified` and `f_get_wl_pos`.
  - Enrollment Services needs to be involved in testing and make sure things are working correctly before this is rolled out to the general student population.

# Data Specification

Request 10 - DubLabs registration data access

v1.0 - Updated: 10/21/2016

Category	Table/Package Name	Source (SOR)	Schema	Read/Write/Execute	Description	Notes	Validated By
General	GTVSDAX	Banner	GENERAL	Read	Crosswalk/Conversion table		Chris Kennedy
General	TWGRMENU	Banner	WTAILO	Read	Web Tailor menu item table		
Enrollment	STVSTST	Banner	SATURN	Read	Student status code validation table		Marcus Glenn
Enrollment	STVASTD	Banner	SATURN	Read	Academic standing validation table		
Enrollment	STVSCHD	Banner	SATURN	Read	Schedule type validation table		
Enrollment	SHRTTRM	Banner	SATURN	Read	Institutional course record by term table		
Enrollment	STVCAST	Banner	SATURN	Read	Table of valid values for use in combined academic standing calculation		
Enrollment	SFKRCTL	Banner	BANINST1	Execute	Package for registration window checking		
Enrollment	SFKWLAT	Banner	BANINST1	Execute	Package for waitlist notification checking	Wrapper needs to be created to only give access to functions f_student_is_notified and f_get_wl_pos	
Enrollment	SFKWAIT	Banner	BANINST1	Execute	Package for waitlist capacity/availability checking		
Enrollment	SFKSELS	Banner	BANINST1	Execute	Package to retrieve registration data contained in student tables		