Data Governance Coordinating Committee
Meeting Notes

December 4, 2015

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

Guests: Aaron Biggs, Lindsey Johnson, George Thomas, David Wilkins

Absent: Terri Pinkston

1. Meeting notes

   Notes posted to DGCC shared Google Drive (GD) folder were approved without changes.

2. Review of proposed charter and membership list for Data and Reporting Team (DART), the committee being formed to replace/supplement the current ODS Committee.

   David Wilkins will be the first chair of the new DART group. ODS Committee will officially cease after the next scheduled meeting (12/10/15). DART will have a broader focus than the ODS Committee did, incorporating some of the data governance activities previously handled by OCRC. OCRC will continue under a new name and will focus on prioritizing work needed within the set of student-related systems that are in the IT-supported service catalog.

   David provided the committee with copies of the draft DART charter and a list of areas that will have representation on the committee. DART's role is to make recommendations to the DGCC, IT and administrators. DART membership will be broader than the ODS Committee's was, including representatives from HR, Financial Services, and other key areas. DART will oversee working groups set up to address specific short-term projects or problems. It will need ways to communicate with campus constituents. There was discussion about whether DART would have a website; it's unclear whether that site will be part of DGCC's site or will be separate, but consensus was that it should definitely have a web presence.

   DGCC members approved the charter and proposed representation (Appendix One).

3. Discussion with team working on student-data APIs, including Student On-boarding, Advising, and Teamworks

   Aaron Biggs, Lindsey Johnson, Chris Kennedy, and George Thomas provided an update on the Student Data Profile project. The working group has been discussing data governance as it relates to the project, identifying such questions as:
   - How are we defining a "data request"?
   - Is a request to fix something that's broken a new request or something else? If something else, what is it?
   - How will this project handle new data streams?

   The working group provided a data access flow chart that maps their current understanding of how requests might flow and asked for feedback (Appendix Two). It was clarified that IT will act as the first responder for requests (once defined), helping with setting up a system for triage. The DGCC committee had a lot of positive feedback about the materials provided and felt the group had provided a solid framework for further governance work.

4. Other items

   Carl Grant raised during discussion the question of whether Health Sciences Center (HSC) data was included in the scope of the DGCC's activities. It was clarified that only the Norman Campus is subject to these discussions and any resulting policies. Carl suggested that be more clearly and consistently stated going forward to prevent confusion on that point.

Appendix One

Data and Reporting Team Charter DRAFT: 12-04-15

Project Title: Data and Reporting Team (DART)

This team will be a working group serving under the Data Governance Coordinating Committee to provide support of data and reporting initiatives across the OU Norman and Tulsa Campuses, including (but not limited to) data from the student, human resource, and financial computer systems. The major goals of this group are:

● Provide a sustainable framework for continued development and support of OU's data and reporting initiatives.

● Recommend or provide reporting tool training, data training, and overall support to the OU reporting community.

● Enhance the data dictionary with clear definitions and one version of the truth, and extend the dictionary's usefulness to all reporting platforms.

● Collaborate with IT in the development of new data objects to maximize the usefulness of those objects to the university.

● Foster better coordination, communication, and collaboration within OU's Business Intelligence community.

Membership

For this group to be successful and sustainable, it is necessary to have sufficiently broad representation from data stakeholders on campus.

The membership of this group will therefore be comprised of representatives from a cross-section of campuses, colleges, and departments.

Membership will include representatives from: Bursar, Financial Aid, Academic Records, Admissions and Recruitment, CCE, Administration and Finance, Assessment, Office of the Vice President and Provost, Student Affairs, IT, IRR, Athletics, Faculty Senate, HR, Vice President of Research, Tulsa Campus, along with representatives from various colleges and academic departments.

Additional members will be added as necessary.

Data and Reporting Team Charter DRAFT: 11-11-15

Responsibility for chairing this team will rotate between members **yearly or every two years**, as determined by a majority of the membership. Representatives from other areas of the University will be called upon as needed and appropriate.

Committee Oversight

The Data and Reporting Team is overseen by the Data Governance Coordinating Committee.

Organization

There will be two organizational components: Data and Reporting Team, a larger, overarching team for coordination and communication, and various standing subteams that ensure that work gets done. The subteams will be comprised of members of DART, and may include others who can offer special expertise and experience to that subteam.

The Data and Reporting Team will meet **not less than once every two months.** Subteams will meet on various frequencies that make sense for them.

Additional ad hoc subteams may be convened (and disbanded) as needs arise, and those will report back to the Data and Reporting Team with recommendations or outcomes.

Communication and coordination among subteams will be necessary to ensure success, especially where different subteams contribute to the same project.

Leadership of those subteams will give periodic updates to the chair of the Data and Reporting Team, and provide updates at DART meetings. Leadership of these subteams will be rotated on a frequency determined by the subteams.
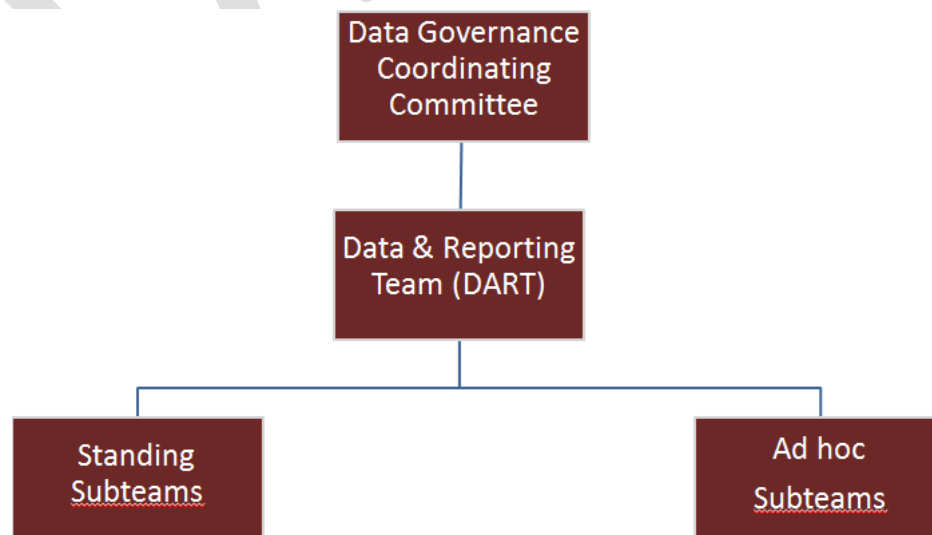
Data and Reporting Team Charter DRAFT: 11-11-15

Outcomes

The Data and Reporting Team will include functional and technical staff from a cross-section of the institution to advance reporting at the university.

Outcomes, in conjunction with the various subteams, include:

● Make recommendations to the Data Governance Coordinating Committee on issues affecting the university's reporting environment, such as data, reporting tools and licensing, best practices, policies, standards, and other items related to the reporting environment; implement decisions of the DGCC.

● Elevate to the Data Governance Coordinating Committee for resolution any critical data issue, data definition issue, data security issue, reporting tool issue, questions of project priority or resources, issues requiring a decision between conflicting views or alternatives, and issues that have broad implications.

● Provide recommendations for reporting tool training and data training along with appropriate documentation; offer robust user support through user group meetings, mentoring, user website(s), and by other means.

● Enhance the data dictionary documentation with clear definitions and one version of the truth; extend the dictionary's usefulness to all reporting platforms; develop data dictionary entries for existing data store objects, develop data dictionary for new objects added to the data store; develop data dictionaries for APIs.

● Provide support for IT in the creation of new data objects or APIs to ensure necessary stakeholder input and maximize usefulness of those objects to the OU community; ensure that adequate testing is done for new objects.

● Provide recommendations for coordination and communication of items such as: data store upgrades or changes, reporting tool upgrades or changes, new or changed objects or reports, policy or standards changes, data outages, and any like issue affecting campus-wide reporting for which broad communication, coordination, and representation are needed.

● Foster sharing and collaboration within OU's Business Intelligence community.

Data and Reporting Team Charter DRAFT: 11-11-15

Charter Sponsor(s)

OU Data Governance Coordinating Committee

Timeframe

This charter establishes the above-named group for a two-year term, starting on the date the charter document is approved by its sponsors.

The Data and Reporting Team will meet **not less than every two months,** with pre-issued agendas and minutes taken and issued after each meeting.

At 18 months, the Data and Reporting Team will issue a report to the sponsors, and they will decide if the results warrant a renewal of the term and/or membership.

The Data and Reporting Team chair will provide progress reports to the Data Governance Coordinating Committee at a frequency determined by the DGCC**.** A comprehensive report will be issued to the DGCC annually.

Academic Affairs--Colleges

Arts & Sciences

College of Education

Graduate College

University College

University Libraries

Tulsa Campus

Liberal Studies

Academic Affairs--Administration

Academic Records

Admissions & Recruiting

Bursar

Financial Aid

Institutional Research & Reporting

Center for Teaching Excellence

Provost Administration

Faculty Senate

Administration & Finance

Administration & Finance VP Office

Human Resources

FSS & Budget

Continuing Education

CCE Registration/Outreach

CCE IT

Information Technology

Research Administration

Student Affairs

**Approximately 25 total members

DATA GOVERNANCE

Open data request requirements and process

Roles and Responsibilities

FunkyTech Working Group

Responsible For

- collecting requirements,
- business analysis
- data request

Composition:
Functional Stakeholders
SMEs
IT

Data Governance

Responsible For

- approving use cases for data requests and supporting data elements

IT

Responsible For

- technical work approval,
- completion of API development
- administration of API catalog.

Data Request Working Package

1. Executive Summary

- *10,000 foot view of functional use of data request.*
- *To include:*
  - FunkyTech group names
  - Names of Governance members who approved

2. Use Case

- *500 foot view of specific applications of data.*
- *Authoritative source of appropriate use of requested data.*
- *To include:*
  - Example user stories
  - Recommended population to consume the data – specifying ultimate recipient of data.

3. Data Specs

- *Highly detailed list of data elements being requested*
- *To include:*
  - Data attributes
  - Systems of record
  - Read and/or Write access
  - Roles authorized to access each

4. Version Information

- Brief bulleted list of changes made to data request working package.

Data Request Flow

Data Request Made

API for Requested Data Exists

Yes → **Refer Requestor to API Catalog**

No ↓

Use Case which leads to Data Need Exists

No → **Submit Data Working Package**

Yes ↓

Additional Data Needed

Yes → **Version API Working Package with new Data Elements**

No ↓

Add Addendum to Existing Document Version

→ **Data Governance Approval**

Yes ↓

Request API Development

IT Approves Work

Yes ↑