Data Governance Coordinating Committee
Meeting Notes

December 18, 2015

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

1. Meeting notes

   Notes posted to DGCC shared Google Drive (GD) folder were approved with minor changes suggested by Chris.

2. Next steps - now that we can delegate to DART, what does this group focus on going forward?

   Carl suggested the next logical step is to create a definitive data dictionary. Susannah noted that the old ODS group had a metadata group that has been steadily working on creating one, but in discussion it was clarified that what the metadata group is producing is specific to the Cognos-available data items and does not include the bigger-picture definitions and reporting rules that most urgently need to be documented.

   The group moved on to discussing in more detail how DGCC will utilize DART. One possibility is for this group to establish a top three (or however many) issues for the group to focus on first. Alternately, we could wait for DART to bring the results of their first discussions to the DGCC and provide guidance then. Another option is to start reviewing the policies, recommendations, etc. created by the old ODS committee to see if any of them should be acted upon or be marked for further research.

   Chris initiated a discussion about what would constitute a data request. This included considerations about new data or new usage of data versus existing content use or structures. Does this group only address new requests, or does its scope extend to review of existing activities? There was also discussion about the concept of data ownership. Who "owns" data definitions and structures? If there is a conflict about appropriate System of Record, who resolves conflict? Recent discussions and confusion about GPAs was used as an example.

   After further discussion it was decided that the DGCC will address any data-related issues as they arise and make sure they are delegated to the appropriate working committee. As issues are encountered and codified, they can be entered into a DGCC tracking system to be vetted and/or researched by the committee. Carl further suggested

that the DGCC be considered the point-of-contact for initiating new governance-related issues.

Susannah asked the group what procedure should be when a DGCC member learns of an issue that has data governance aspects to it. How does that person move to act on behalf of the rest of the group without being inappropriately unilateral about it. General feeling of the group was that it would be submitted for tracking like any other issue previously discussed, with the person adding it to the tracking system and checking in with other DGCC members to make sure they have a chance to participate in further discussions as appropriate.

Dan mentioned that the DGCC identify internal projects to be completed by the DGCC that are in addition to requests submitted from the community.

Action items:
  a. Carl and Dan will research current tracking systems currently in use on campus to see if one of them can be adapted for use in this situation.
  b. Susannah will obtain a copy of the GPA definition/policy document that was being drafted by the old ODS metadata group and bring it to this group to review and determine next steps.

3. Other items

No other items were discussed.