

Data Governance Committee
Meeting Notes

September 11, 2015

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

Guests: Nick Key (IT), Lindsey Johnson (IT), George Thomas (IT)

Meeting called to order at 1:00 pm.

1. Meeting minutes
 - a. Previous meeting's minutes and notes will be uploaded to the shared workspace by Carl Grant within the next week.
 - b. Joey Albin was introduced to the group. He is a member of the IRR team and will be providing support to the committee going forward, including taking minutes.
2. Project proposals: Student Profile

Susannah explained that DGC is at step one of the overall review process, which is presenting use cases for the proposed project, as well as a plan for interviewing appropriate stakeholders across campus to ascertain requirements. Susannah then opened the session up for committee members to ask any questions they had about the materials submitted. Topics discussed and questions asked included:

- A. There was a discussion about the use cases provided, with follow up questions asked about what some of them meant, if there was ambiguity.
- B. There was a discussion about which data points would be bidirectional. What should the student be able to edit? What should the student be able to flag to be edited?
 - a. Nick explained that each data point can be customized in this regard, so Susannah suggested adding an additional column to the Student Profile planning document that specifies whether attributes are unidirectional (coming from source system and cannot be updated), bidirectional (coming from source system and can be updated from an application) or if that attribute can be flagged for changes.
 - b. Susannah also used this time to clarify that a "system of record" implies a sole source for the profile, and not multiple sources. In the final student profile proposal, only one system of record can be listed for each element. All present agreed they understood that needed to be determined before the final proposal is submitted to DGC.
- C. How will a student look up their profile, or access it to view/edit it? Will they use Sooner ID, or OUNetID?

- a. Nick clarified that this will rely on the current OUNetID user authentication, such as is used for email or oZone access.
- D. Who will have authority over each data point, and over the system of record as a whole?
 - a. This will be determined per data point
- E. How can administrative users of this Student Profile add fields to it? Is this difficult?
 - a. Nick explained that fields will be structured as micro-processes within the overall API, and that after the API and web portal are constructed, adding fields should be a relatively simple process.
 - b. Nick also used this time to explain the structure of the API data access.

What are next steps for the Student Profile project team?

- A. Creating data maps;
- B. Delineating functional vs reporting data for the system of record;
- C. Deciding on the data source and view/edit settings per data point.

After conclusion of Student Profile project discussion, Nick, Lindsey and George left the meeting.

3. Updates on action items

a. ODS/OCRC committee analysis

The committee discussed several questions and concerns about the role of the ODS/OCRC groups in regards to data governance. Those included:

- i. How will this committee delegate governance roles to the ODS/OCRC groups?
- ii. How will these groups continue in light of the existence of the data governance committee? Will they be restructured? Disbanded and members reassigned?
- iii. There is a very limited user-end voice in the ODS group.
- iv. What are the current roles of the ODS group?

After discussion committee members decided that DGC will notify the ODS group that it will likely be discontinued, with plans to replace its current functions with more specifically focused topic-based groups. Membership in those new groups will be solicited from current ODS members. The advantage with this new approach will be that the newly constituted committees would provide recommendations to the DGC, which would in turn work to implement ones that are endorsed by the DGC.

b. DGC website

Under construction, will be adding content as it becomes available.

Remaining agenda items were tabled until next meeting.