

Data Governance Committee
Meeting Minutes

July 17, 2015

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

The discussion followed the agenda distributed by Susannah Livingood via email on July 1, 2015:

1. Review of previous meeting minutes (corrections or additions)

Erin Wolfe corrected the attendee list – she did not attend that meeting.

Action Item: *Susannah will send corrected minutes out to the group by email.*

2. Review of previous meeting action items:

a. Charter

Group agreed that the latest version of the charter document circulated by Carl via email is ready to go to sponsors for approval.

b. Milestones document

Group agreed the name of this document should be “Implementation Plan.” Currently the document is half timeline, half project list. The two need to be separated: the timeline is the “Implementation Plan” and the other items will be in a document called “Project List.” Further discussion of the project list currently captured included the suggestion to include the list of prioritized items created by the Next Big Thing (NBT) working group. There was also discussion about the communication plan piece of the timeline. The group agreed that transparency was important, and a way to share the charter and other key documentation is necessary.

Action Item: *Carl will post a copy of the NBT list on the Google Docs site.*

Action Item: *Susannah will create the new Project List document using the non-timeline contents of the current Implementation Plan document and incorporating the NBT information.*

Action Item: *Carl will request an official OU website from WebComm.*

c. Meeting with sponsors for charter approval

Susannah has scheduled a meeting with Nick and Kyle on August 6th at 2:30-3:00 pm. Now that the charter is considered ready for sign-off, the plan is to send it to them via email first, then discuss any questions or concerns at the August 6th meeting.

Action Item: *Susannah will email a copy of the proposed charter document to Nick and Kyle, copying the rest of the committee.*

3. Update on OneU Platform meeting

a. Current talking points?

Erin is still working on these, although their content depends in part on what this group decides is an appropriate first project for our efforts. Once a draft is ready, it will be circulated to Nick, Kyle, and Loretta for their feedback.

Action Item: *Erin will circulate a draft of the talking points to this group before sending to the Executive Committee, to make sure it matches discussion about planned first project.*

b. Next steps for this group after that meeting? Where do we start?

Carl suggested the group give serious consideration to the ranked list provided by the NBT group, given all the work and discussion that group put into identifying issues that affect campus. There was some concern about whether other groups on campus having similar conversations might themselves feel like their work needs to be recognized and/or put first. After discussion, it was agreed that advising seems to be the area most in need of significant change, being the top concern of almost all working groups that would be impacted by this initiative. One potential problem with using that topic in the OneU Platform meeting, however, is that the new Associate Provost for Academic Advising is starting the same day as the meeting. The group needs to decide whether to change to a different topic or if a subset of the advising issues can be used for that meeting in a way that won't cause problems for the new associate provost as she settles in at OU.

4. Other items

a. Carl suggested this group research other institutions to see how they're handling data governance. He already has notes from some conversations that have already taken place and can share those with the group.

Action Item: *Carl will share notes/resources he has that might be helpful to this group's future work.*