Data Governance Meeting Minutes

8/28/2015 - Meeting

Attendees: Erin Wolfe, Susannah Livingood, Chris Kennedy, Dan Shuart, Carl Grant

Meeting called to order at 1:05.

Previous meeting minutes reviewed and approved.

Who is taking minutes?

Carl to take this time, Susannah to involve one of her staff in the future.

Chris K reported on student use case meeting on Monday. Have gathered input from students. Have enough information to generate first use case.   Need to lay out timeline for generating. Important to note that Eddie Huebsch is doing a portal presentation in mid-September to Nick Hathaway. Would be good to have progress on this before that presentation.

Chris K reported that ODS/OCRC meetings have not yet happened. Those are in process. Student team is trying to put together an IT services catalog. May result in groups being able to combine with some tasks moving to DG Committee.

DG Website: Susannah reported the site is built but we are waiting on WebComm to push it out to public. Should happen next week.

Group held a discussion on a "viral suggestion box" and using it to select from and add to the list of items we're working. Group agreed upon putting up a list of projects we're working on currently and to wait until later in year to put up a viral suggestion box.

Was suggested that perhaps a project overview should be created on the website to tell University community where we are in overall process. Tell them who is first audience? Campus administrators? IT ? (Probably first groups and likely where we should focus). It was agreed that more info will be needed by the community about the processes that will be used.

Group discussed that we might start with a a couple of narrow, defined projects where we can work out the process and put a note on site that identifies those projects we're working on and where to find status updates. It was felt we should tell people after we've completed those projects that we'll open it up and be looking for input. We might want to look for current close-to-final existing items and see if we can roll them into our processes to quickly get some items at "approved" status.

Meeting adjourned at 1:57pm.

Action Items From Meeting:

A.I. - Dan Shuart to do a first draft of this section (approach we're using) for website. Goal is to help explain how to interface with the DG Committee.

A.I. - Dan Shuart to share-out information he found on instructional course he found on data governance.

A.I. - Susannah will modify website to say that we plan to bring others into the group w/expertise in topic so as to help us create policies.

A.I. - Chris Kennedy to supply sample use cases and details for initial releases by next DG governance meeting - Wednesday C.O.B.

A.I. - Carl will *try* to review EAB materials (no access available) on Data Governance to see if there is something we can share with Student Group.

A.I. - Entire group to review Data Governance website once Susannah tells us it is live.

A.I. - Dan Shuart to send Susannah a list of projects he knows are underway that need to be engaged with DG.