Data & Reporting Team (DART) Minutes, 02-27-20
BL 339

Welcome new members: Cliff Mack (IT), J.P. Morgan (IT)

OU Policies, Standards, and Governance Updates

OU is embracing change with an eye toward the future in the One University model, with new IT- and data-related policies and standards and changes in data governance. We are excited to hear from:

- **April Dickson,** Director of Information Security Services, Information Technology, IT Administration

April had a last-minute conflict but sent materials to be reviewed with the group. David reviewed the IT Policy Management Program Plan with DART, a policy roadmap and timeline from a previous meeting, and the following website:
https://share.ou.edu/sites/OUITSystemSecurity/_layouts/15/start.aspx#/SitePages/OU%20IT%20System%20Security%20Policy%2C%20Standard%20and%20Procedure%20Request%20For%20Comments.aspx

Additional notes received from April Dickson after the meeting:

There are numerous Account and Password Standards that are currently being discussed to define the University's approach to Account and Password protections. At the current time, these documents are organized by functional role within the University. OU IT is in the process of testing technical capabilities to streamline and consolidate the various Account and Password Standards into a single document minimizing confusion and unnecessary overhead to maintain the multiple documents.

The following Information Protection Standards are Open for Comments. These Information Protection Standards are lengthy, with the intent of providing a holistic view of what compliance with federal and state laws, regulations, and/or other requirements would look like. In opening these documents for comments, we are looking to members of DART and other advisory groups to identify recommended controls that are not feasible or mission impacting so that the University can assess its residual risk and make appropriate risk-based decisions. As DART members review these documents, they will notice overlap and duplication of controls between the documents. OU IT is leveraging an industry best-practice framework (NIST CSF) to serve as the backbone of our Risk and Compliance program.

- Category B Payment Card Information Protection Standard, prescribes controls required to comply with PCI Data Security Standards if storing, processing, or transmitting credit card data
- Category D1 Confidential Research Information Protection Standard, prescribes controls necessary to pursue a Level 3 Cybersecurity Maturity Model Certification, in support of research efforts sponsored by DoD or other federal agencies who have previously required CUI (NIST SP 800-171) protections.
- Category A Healthcare Information Protection Standard, prescribes controls required to comply with the HIPAA Security Rule if storing, processing, or transmitting electronic Protected Health Information (ePHI) or identifiable Human Participant Research data.
- Category C Student and Faculty Information Protection Standard, prescribes controls required to comply with the Department of Education's Data Security checklist for FERPA regulated data.

- Category D2 Research Information Protection Standard, prescribes controls necessary to ensure the University is capable of complying with typical expectations called out in research grants, awards, and contracts for de-identified and non-confidential research.
- Category E University Administrative and Financial Information Protection Standard, prescribes controls required to protect the Personally Identifiable Information managed by the University in support of its administrative functions.
- Category F Public Information Protection Standard, prescribes controls required to protect information authorized for public distribution by the OU Web Communications and Marketing department.

A side goal of the above Standards, is to aid the Data Governance Committee in identifying the information protection requirements as part of an overall Data Governance strategy. The feedback and comments we receive for the above documents will greatly help Susannah Livingood and her fantastic team in maturing their Data Governance processes.

Finally, since our prior meeting, OU IT has received approval for the proposed Information Protection Policy, OU IT Acceptable Use Policy, and Information Classification Standard. Each of these have a defined Compliance Date for when the expectations truly go into effect. As an additional note, OU IT is in the process of developing the new OU IT website where all IT Security Policies and Standards are published centrally. As that system becomes available, we will share the url.

- **Susannah Livingood,** Associate Provost & Director, Institutional Research and Reporting and Chair, Norman Data Governance Committee (N-DGC)

  Susannah explained the history of the N-DGC, and reviewed the website at http://www.ou.edu/datagovernance. Susannah reviewed the evolving nature of data governance on both the HSC and Norman campuses, and mentioned that the university would soon name a Data Protection Officer (DPO), which is a position that many universities have created to address the requirements of GDPR and other compliance regulations. (Note: After the meeting, Susannah was officially given DPO responsibilities.)

  Susannah also explained how the governance roles of April Dickson, J.P. Morgan, and herself fit together and who was largely responsible for what activities (though some of that may still be in flux.)

- **J.P. Morgan**, Data Governance & Catalog Lead, IT Data Services

  J.P. reviewed activities of the IT Data Services Data Governance & Catalog Team and his transition since assuming his leadership role since Matt Wesley left OU.

Cognos & Power BI Office Hours (Plus other tools!) David showed a graphic from the Power BI User Group meeting that explained the plan for offering office hours for Cognos, Power BI, and other tools. These are to be held in the DAVIS area of Bizzell Library.

Free Power BI User Conference David mentioned a free Power BI professional development opportunity hosted by the Oklahoma Power BI User Group (Okie PUG).

Compass Project Update David shared the latest timeline from the Compass project: BUDGET GO LIVE, 4/1/20; FIN, 7/1/20, HR 1/1/21

DART Subteam Updates

- **Community Support** (David Wilkins) The next Power BI User Group Meeting will be held on 3/11/20 at 3:00. This will include demos and How Tos. Cognos & Power BI Office Hours will be combined on 1st & 3rd Thursdays of the month from 10:00-11:00 at the DAVIS area in Library. Other Office Hour times covering other software will be announced soon.
- **Data Dictionary** (David Wilkins) David submitted a work product for review by DART: Confidentiality & Deceased Indicator. This will be submitted for review and approval by Enrollment Management and others. The GPA Guidance Document is also under review. The Data Dictionary team has identified 10-12 more tables to define, then may pivot to HR data for the Compass Project.
- **Data Quality & Training** (David Wilkins) This group is on hold, but some data quality issues are being addressed through the HR Data Group and Compass Project. David has submitted a draft of a proposal to use PeopleSoft to help meet the needs of Higher Learning Commission Faculty Qualifications.
- **Reporting Tool Training** (Susie Irwin) Susie Irwin continues to offer Cognos trainings and conduct Cognos Office Hours.

  INACTIVE

- **Data Review** (Patti Otto) This group has been dormant due to changes in governance structure.
- **Policy & Recommendations** (David Wilkins) This group has been in a holding pattern with the advent of the N-DGC and is currently uncertain of future activities pending direction of N-DGC.

Other issues/upcoming activities

Next meeting: April 24, 8:30-10:00, BL 339