

Data & Reporting Team (DART) Minutes, 04-25-19

BL 339

Minutes from last meeting: Previously approved via SharePoint

Special Guest: April Lee, Director for Governance, Risk, and Compliance, OU IT (all OU campuses)

April began by reviewing [IT-Norman Security Policies](#) as the current state.

April shared three slides explaining the IT Policy Management Program and solicited comments and feedback. The first slide showed the development cycle for policies, standards, and guidelines. The approval processes and timelines for each were reviewed. April said that the standards portion will provide the bulk of the work as it is data-centered. The second slide went into more detail regarding the review and approval process, with timelines and possible review entities. The third slide showed the IT Policy, Standard, and Guideline Roadmap through FY19-20.

Some goals are to: 1) minimize reputation risk, 2) protect intellectual property, 3) have system-wide IT standards and policies using the governance model, and 4) have a single website for all campus IT/Data/Security policies.

There are currently 32 committees that discuss IT/data policies, including 15 on Norman Campus and 15 at HSC, with HSC being more heavily-regulated due to clinical nature of much their data. There is duplication among the committees and they are being asked to investigate opportunities to streamline or consolidate into a System-Wide committee where appropriate.

April said that from this work appropriate Rules of Behavior will be developed, which may result in a Statement of Appropriate Data Use (guidelines for appropriate data use including consideration of privacy policies, proper data hygiene, statement of acknowledgement and affirmation by employee, etc.).

IT Update: Jeff Wall, Managing Director, Data Services and Business Intelligence, IT

Jeff provided a brief update on recent happenings within IT. Many of the items Jeff shared in the March 7, 2019 meeting (see minutes [here](#)) were unchanged.

Cognos 11.1 Upgrade Susie reported that we are upgrading to Cognos 11.1 this summer, with the goal of upgrading DEV in June and Production in late July/early August. Susie is looking at upgrade documentation to learn of enhancements that may be useful to OU. More details to follow.

Reporting Tool Review Volunteers David said that Melissa Nestor (IT) will be leading a reporting tool review effort. David had solicited volunteers from DART last fall for such an effort, and asked if anyone else wanted to volunteer. Four names were added to the list and sent to Melissa Nestor.

Undergrad Majors Currently there is no easy way to tell the major, first concentration, and first minor at 3rd week of the semester in the ODS. David asked how many would find this information useful, as the need would dictate the course of action. Four DART members said they would find this useful. A course of action will be determined.

DART Subteam Updates

- **Community Support** (David Wilkins) David gave a recap of the first Power BI User Group meeting. There were approximately 30 attendees, and there seemed to be enthusiasm for this reporting tool. A Power BI Listserv will be created, and a SharePoint site will be developed to house Power BI content. Additional user group meetings will be scheduled with some of the first topics being data and report security in a Power BI environment and some PBI demos to showcase what the tool can do.
- **Data Dictionary** (David Wilkins) This group is finishing a substantial block of entries to be placed in the Data Dictionary web app this summer.
- **Data Review** (Patti Otto) This group has been dormant due to changes in governance structure.
- **Data Quality & Training** (David Wilkins) This group is on hold due to changes in governance structure but some data quality issues are being addressed through the HR Data Group.
- **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 from N-DGC. Working documents from this group have been shared with April Lee.
- **Reporting Tool Training** (Susie Irwin) Cognos 101 Training will be held on May 1, 9:30-4:00. Cognos users can enroll on the HR training calendar.

Other issues/upcoming activities None were mentioned.

Next meeting: June 27th, 8:30-10:00, BL 339