Data & Reporting Team (DART) Minutes, 10-25-18
Bizzell 339

Data Governance Committee Update: Susannah Livingood, Chair, and Associate Provost & Director, Institutional Research & Reporting.

- Susannah presented an overview of Norman Campus Data Governance Committee (N-DGC) activities. See the attached presentation slides. Susannah said that N-DGC had been working on defining data roles. Current roles are (1) Data Owner (top authority for data access, example: ERP-level data such as Student, HR), (2) Data Steward (functional 'owner' of the data on behalf of the Data Owner), (3) Data Manager (managers of specific instance of data application) and (4) Data User/Consumer. Three sub-committees have been created thus far (see attachment). Some of the existing DART structure may be used in the new governance structure (to be determined). Susannah mentioned that the IT Security Governance Committee policy language had not been added to the OU Regents Policy Manual, despite previous approval by that board. A few edits will be made to the IT Security Governance Committee language to better define the fit between it and the N-DGC before resubmission to the OU Regents. The website www.ou.edu/datagovernance, formerly used by the disbanded DGCC, will now be used by N-DGC.

Academic Technology Expo, 2019

- David Wilkins encouraged DART members to consider submitting proposals in the Administrative Staff Track for the upcoming ATE 2019, to be held on January 10 and 11, 2019.

DART Subteam Updates

- **Community Support** (David Wilkins). David Wilkins and Susie Irwin met on October 10. One issue discussed was proper communication to ensure that production Cognos reports are reviewed for possible changes based on decisions by ESFS or SPCC. David sent an e-mail to Chris Kennedy on that issue. Susie mentioned that a new major Cognos release will be out next summer, though it will be a minor release in terms of effort and impact compared Cognos 11. David had a recent discussion with a faculty member on the data available within Cognos to those with a license but the faculty member expressed dissatisfaction that FERPA training is presently required to obtain a license. This issue of faculty aversion to FERPA training needs to be addressed and a solution found as faculty could benefit from data available via Cognos. Susie may be able to look into new Cognos Analytics capabilities. Susie has developed Cognos reports for users that are candidates for being pushed to the Academic General folder for campus use and Cognos users will be notified when those are available. This group has assumed responsibility for providing communications to the reporting community but no needs are known at this time. David mentioned the possibility of Power BI and Tableau user groups next spring, and the group agreed with those ideas. Planning will move forward on these two new

user groups next spring, and David will mention the Power BI user group idea at a Power BI presentation by Lindsey Johnston at ATE 2019 in early January.

- **Data Dictionary** (David Wilkins) This subteam has been defining columns in Admissions tables and will be sending those and Financial Aid metadata to IT soon to push into the Oracle web app soon.
- **Data Review** (Patti Otto) This group has been dormant due to changes in governance structure.
- **Data Quality & Training** Subteam leader Brendan Klein has left OU. This group has been collecting data issues but has been on hold in terms of seeking resolutions due to governance uncertainty. Some data issues that have been identified are being pursued through the HR Data Group (military status, Reports to ID, Citizenship, obsolete staff ranks, etc.). Once governance is settled and the future of this group is more defined, new leadership will be sought and it's hoped some of those other data issues can be addressed.
- **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.
- **Reporting Tool Training** (Susie Irwin) There have been three recent Cognos Office Hours sessions offered. Susie has also conducted two author trainings, one consumer training, and some one-on-one meetings. She also conducted trainings for Financial Aid and Graduate Programs staff. Susie is considering an 'Author 102' enhanced author training.

Other issues/upcoming activities. None were mentioned

Next meeting: December 13th, 8:30-10:00, EL 216

Slight Name Change

- Originally called R-DGC (R=OU Regents)
- R has been common point of confusion (R=OSRHE??)
- Calling it N-DGC (N=Norman Campus)
- Different from HSC's applicable group: Information Security Review Board (ISRB)

N-DGC Voting Members

- ESFS: Chris Kennedy

- Finance: Terri Pinkston

- IT: Eddie Huebsch

- Legal Counsel: Heather Hendricks

- Provost: Susannah Livingood

- Business/Financial: Julie Jungman

- Clinical Operations: Will Wayne

- Compliance: Sandra Nettleton

- Human Resources: Marcy Fleming (HR) and Michelle Boydstun (Payroll)

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- Institutional Research & Reporting: *Susannah Livingood*

- Legal Counsel: *Heather Hendricks*

- Student: *Chris Kennedy*

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- Meetings
  - Biweekly as needed (and feasible)
- Chair
  - Susannah Livingood
- Charter/Governing Policy: in progress

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N-DGC Next Steps

- Finalize charter/governing policy
- Subcommittees to include:
  - Data Standards & Reporting
  - Data Architecture
  - Information Security Review (intersects with IT-SGC)

- N-DGC will revise and maintain the current website:

  www.ou.edu/datagovernance

- Working with CIO and university leadership to set up support structures to ensure process moves forward

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