

## DART Data Review Subteam Minutes, 07-18-17

This subteam had not met in some time as the proper role of this subteam had been the subject of meetings by the Data Governance Coordinating Committee (DGCC), Data Request Review Group (DRRG), and the Data and Reporting Team (DART). Aaron Biggs had to resign leadership of this subteam when he assumed leadership of DRRG. David Wilkins facilitated this meeting, and this subteam will elect new leadership soon.

- **Original Function and Charter:** The team reviewed the original charter and scope of this group that had been established in 2016.

The DART Data Review Subteam seeks to help ensure that new data and interfaces added to the university's data architecture are created with maximum usefulness to the OU community. This will be accomplished by reviewing new or revised data packages during the Data Governance Coordinating Committee approval process.

Falling under the over-arching DART charter, the DART Data Review Subteam Charter is:

*Assist the Data Governance Coordinating Committee (DGCC) with the review of new data and interfaces added to the university's data architecture to ensure necessary stakeholder input and maximize usefulness of these data to the OU community; ensure that adequate testing is done for new data elements. Elevate to DART all working products or recommendations generated by this subteam for approval prior to promoting them to the DGCC. Elevate to the DGCC for resolution any critical data issue, data definition issue, data security issue, reporting tool issue, questions of project priority or resources, issues requiring a decision between conflicting views or alternatives, and issues that have broad implications.*

- **Review of present state.** David led a review of the present state of this subteam.
  - No formal insertion of this subteam in the data request review process
  - DGCC affirmed the role of this subteam in project review (where applicable), but preferred not to make it a formal item in the review process to allow for maximum fluidity
  - Aaron Biggs resigned leadership after assuming role of DRRG Chair
- **Review of possible ways to review and have input into future data projects.** The team reviewed the following possible ways that it could have input into data projects, and agreed to serve in all ways mentioned below.
  - DART Data Review will be granted access to the Data Request Review Group (DRRG) Approved Packages Folder. DART Data Review Char and DART Chair will be cc'd on e-mail notifications of approved packages. DART Data Review members could also set automatic notifications for the Approved Packages folder. After discussion it was decided that the team would be notified of a new request entered into the DRRG approval process, and this team will also be notified when a package is approved by the DGCC.
  - After notification, DART Data Review could have a two working days to virtually review an approved package. This would be done on the DRRG SharePoint site, and give DART

Data Review members an opportunity to raise any concerns or issues. This would allow input at the outset of, or prior to, any IT execution of the project.

- The DART Data Review Chair and DART Chair will monitor approved packages. This will give both chairpersons an opportunity to look for ways that DART subteams might assist the project (see next agenda item).
  - DRRG has asked that DART Data Review consider adopting an audit role. This would be to ensure that packages are created according to specifications and that documentation is updated if changes are made after initial project approval by DGCC. These post-approval auditing roles, and any necessary updates to package documentation, are areas that are lacking in the current DGCC/DRRG process. It's unclear exactly how that this will work, but Patti Otto suggested that the team try and serve in this role for several pilot projects to see if the model seems sustainable. The subteam agreed to give it a try.
- **Review of ways that various DART sub-teams could contribute in future data projects** (aided by having window into DRRG Approved Packages Folder). With a window into DRRG activities, the DART Chair (and DART Data Review Chair) could monitor for possible involvement of DART subteams in data projects. Some possible ways was DART subteams may be involved in data projects are :
    - Review for data requests for FYI purposes and possible input (DART Data Review)
    - If needed, help with communications regarding new data objects/changes (DART Communications)
    - Create Data Dictionary entries for new data objects/changes (DART Data Dictionary)
    - If needed, recommend or provided any needed training for consuming new data objects (DART Data Quality and Training)
    - Could help ensure adequate testing, if needed
- **Establish/reaffirm ways this team wishes to contribute**
    - In new data architecture and structure of new data marts. David mentioned that the combined institutional experience of people on this team could help contribute to the creation of data marts that maximize usefulness in meeting a wide range of stakeholder needs.
    - Other new data projects
    - Other?
    - With the decisions made above about ways DART Data Review can assist, this subteam will have an opportunity to review and possibly contribute in a number of ways.
- **Establish next meeting date and time.** The team will meet on August 15 at 1:30. Meetings will also be scheduled for September and October, though it's anticipated much of this subteam's work could be done virtually.
  - **Establish leadership at future meeting.** The team will decide on new leadership at an upcoming meeting.

- **Upcoming meeting in August: Presentation by Matt Wesley**, IT Data Architect, on the new data reporting architecture being developed by IT.