Norman Data Governance Committee Meeting

May 18, 2020

Members present: Susannah Livingood, Jennie Clary, Chris Kennedy, David Horton, Sandra Nettleton, Heather Hendricks, Marcy Fleming, Will Wayne. (Meeting held via Zoom.)

Members absent: Andrea Deaton, Charles Wright, Karen Smith.

1. IT project list update

   a. Review of the new format for feedback

   b. There was some concern that the new form is not clear as to status of the project – are they complete? Ongoing? Related to larger projects?

   c. David Horton let the committee know that IT Services is actively looking for a system to handle the integrations between other systems, which would help clarify the status of ongoing IT projects. He feels this will eventually be the best place for IT and Data Governance to intersect and will help better manage in flight requests as well as ongoing projects.

2. National Student Clearinghouse (NSC) draft documents and approval process

   a. Susannah Livingood provided an updated draft of the form and a list of data elements used in the NSC data transfer process. The question was raised regarding who has signature authority once the contract is approved by NDGC.

   b. Chris Kennedy confirmed a Banner process is utilized to send the data to NSC.

   c. There was conversation about how to conduct both the legal and risk assessment reviews of requests for data governance. Heather Hendricks affirmed that legal and risk assessment could be conducted simultaneously in order to help streamline the process. It was agreed that HSC has a well-established risk assessment process due to existing HIPAA regulations and it would make sense to utilize that process in coordination with April Dickson on the HSC campus.

   d. Susannah will finish gathering information for the NSC contract renewal and submit this information to Heather and April