

# DART Policy Team Meeting

## Sep 22, 2016

### EXECUTIVE SUMMARY

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#### Scope:

Let's cast our net wide to discover what policy making bodies are making policies about data and technology with a focus on: student data, finance data, HR data on Norman campus, but not intentionally excluding anything else if it arises. We will be partnering in some fashion with ITC.

#### Scope Timeline:

TBD

#### Summary of Action Items on or before next meeting: **October 27th**

- **Everyone**
  - Virtually pick people to contact if there are spaces left for people to contact and/or adding her name to the list too
  - Comment, not edit in documents
  - Review by **Friday, October 7<sup>th</sup>**
  - Waiting until next meeting to discuss refilling other vacancies
    - Misty Rhodes is leaving at the end of September.
  - Minutes to be read later and approved, was not available on SP for pre reading
- **Wilkins**
  - Meeting with Jeff Henderson on who should be on the team to replace Misty Rhodes
  - Following up with Aaron Baillio questions
  - Sending plan to DGCC
  - Creating draft language to use to talk to committees
    - Will upload by **Friday, September 30<sup>th</sup>**
- **Patrick**
  - Will not be at the next meeting because he will be in Georgia
  - Adding DRRG to contact list
- **Wall**
  - Adding columns to list: who can recommend, draft, approve, contact, etc.
    - Will upload by **Friday, September 30<sup>th</sup>**
- **Emilie**
  - Will follow up on this when she is back in the office on **Monday, October 10th**

## Summary of Action Items on or before next meeting: August 22nd

- David Wilkins: Contacting Michelle and Shelly
- Jeff Wall: Contacting Central IT
- Patrick Livingood: Collecting policy and committee information
- Susan Whyatt: Will contact ESFS (Enrollment Student Financial Service)
- Livingood: Working on project already to inventory standing IT-related committees.
- Follow up on room rental and access code
  - Lab Assistants are responsible for opening doors. The code is not given out and the sign up process for ID Cards are for building employees only.

## **ONE DRIVE**

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- 3 new documents:
  - ESFS Privacy, Information Security and Conf
  - RE\_ESFS Policies
  - Standing IT Committees on OU Norman Campus
- Wilkins is following up with Aaron Baillio with questions
  - Provost has similar documents with ESFS.
  - Wall mentioned DRRG and needs to be added to the contact list
  - Patrick is adding this information
- Patrick found standing IT committees/contact list
  - Majority of groups created in the last 18 months
  - Anna Biggers in SGAC just finished a bunch of policies and they are listed on the sec site

## **DISCUSSION**

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### Kickoff Questions

- Where does SGAC overlap with what we are doing?
- Plan for gathering more information
- Who will be contacting whom on the IT Committee/Meeting List?

### Whiteboard Questions:

- What entities are making drafting info and/or tech policy?
- What entities are able to approve policies?
  - Patrick will be adding column to the contact list of who can approve policy or creating a new table
- What policies currently exist (even if seemingly obsolete)?
- What roles have stakeholders held in the development of these?

### Discovery Questions:

- Where are the gaps?
  - David- suggests narrowing it down to student data and other relevant data to promote up to DGCC and executive sponsors.
  - Wall- how do we narrow out who to make obsolete in this list because there will be policies that will touching policies we do need
- What are the overlaps of the gaps?
  - David, Wall, Giustozzi- agree that at least having the discussions with the other groups can bring better ideas and learning to our group
  - Giustozzi- Talking to DGCC to alert the gaps of that issue
  - Wall- report the overlapping and similarities of authority
- Identify committee
  - Collect charters/org charts of committees Done- Great job Patrick!
  - **Wall** will Add columns to list on:
    - Who can recommended/draft policy?
    - Who can approve policy?
    - Who approves recommendations/draft of policy?
    - Where are the documents?
    - Do they have a communication plan?
  - **Wilkins**- we should try to catalogue it for everyone
    - Maybe there's no need for this group or that group, that those people didn't realize what policies/groups already exist
    - Will upload results by **Friday, September 30<sup>th</sup>**
    - Policy & Rec sub team contact person, so that people on our team can claim who they want to contact
    - Have they been contacted and/or date of contact?

### Contact Script

- **Wilkins**
  - Create draft language to use to talk to committees
  - 1<sup>st</sup> Draft- Upload to policy discovery
  - Understanding what policies exist in order for us to make informed recommendations
  - Will upload by **Friday, September 30<sup>th</sup>**
- **Everyone**
  - Review by **Friday, October 7<sup>th</sup>**
  - Susana Whyatt will be on vacation this week
  - Consensus to use comments for review instead of edit

## Contacting Committees

- **Emilie**
  - Will follow up on this when she is back in the office on **Monday, October 10th**
- **Everyone**
  - Virtually pick people to contact if there are spaces left for people to contact and/or adding her name to the list too
- **Wilkins**
  - Sending plan to DGCC

## **HOUSEKEEPING**

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Facilitator: Emilie Giustozzi

Minutes: Danielle Caswell

Roster:

1. David Wilkins
2. Patti M. Otto
3. Justin S. Wollenberg
4. Yan Zhou
5. Susan B. Whyatt
6. Lisa A. Portwood
7. Alicia Knoedler
8. Emilie R. Giustozzi
9. Patrick C. Livingood
10. Marcus A. Glenn
11. Jeffrey S. Wall
12. Shelly Rolland
13. Michelle Boydston