

## DART Policy & Recommendations Subteam Minutes, 07-20-17

Attendees: Marcus Glenn, Patrick Livingood, Patti Otto, David Wilkins, Justin Wollenberg, Yan Zhou

- Review minutes from last meeting. These had been previously approved virtually via OneDrive.
  
- Finalize Policy-Making Bodies List
  - Proof, examine recent updates to IT- and data-related committee matrix. David Wilkins reached out to all previously-identified committee chairs, and asked for any updates to the information previously gathered. There were several leadership changes and other miscellaneous changes. David has yet to hear back from one committee chair. Some spreadsheet cells referred to multiple web links, and David was unsure how to add more than one hyperlink to a cell. Justin e-mailed David an article on how to add more than one hyperlink per cell and David will make those changes to the spreadsheet. It was decided that the chair of this group will e-mail all committee annually to keep the list current. Patrick suggested the fall, when all committees are back in session and leadership is established. The annual survey of committee members for any changes will take place in late September; however this most current review will serve as the update for fall 2017.
  - Consider best format for possible posting on the DART Policy & Recs webpage. After discussion, it was decided that the final version of this matrix will be in PDF form, with DART Policy & Recs branding. A Revised Date and Policy & Recs contact person will be added so that committee chairs know who to contact for updates. David will make final changes and this team will have an opportunity for a final review before promotion to the DART website.
  - Where should this matrix 'live'? This matrix will be displayed on the DART Policy & Recs webpage. The ITC will add a pointer from their webpage to this matrix. All committee chairs will be notified of the matrix web location, and they may choose to point to it from any of their websites that seem appropriate. IT will be approached to see if they believe it's appropriate to add a link to this matrix on the IT policy webpage.
  
- Establish goals for Fall, 2017
  - Recommendation to decommission old, obsolete policies. Patrick Livingood will initiate this effort through ITC this fall. The old policies were implemented through ITC with the approval of the provost and president, and decommissioning them may have to follow those same steps.
  - Show policy matrix to DGCC and seek input on any possible next steps. The Policy Gap and Overlap Matrix and Policy Summaries have been sent to DGCC. No feedback has been received.
  - Recommend policy website (policy.ou.edu or point to ITC). This is still an idea with merit, though an appropriate policy scope needs to be determined (IT- and data-related

policies only?) and consideration needs to be given over the most appropriate web location and ownership of such a list.

- May seek to add someone from Legal on this subteam for guidance, input, and our FYI. No action has been taken yet, and the DGCC Chair, Susannah Livingood, has an upcoming meeting with a representative from Legal that may offer more insight into upcoming activities.
  - Others? No other issues were raised. With no agenda items or issues immediately pressing, the team decided to meet again in September, and may scale back to meeting every two months or on an as-needed basis.
- Next meeting: September 28, Collings Hall, Room 237