

DART Policy Team Meeting

Dec 1, 2016: Meeting #8

EXECUTIVE SUMMARY

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

ACTION ITEMS ON/BEFORE: JAN 26TH

1. Make a list of old polices:
 - a. Notate if the policy should be deleted
 - b. What policies are there that bump into the human aspect?
 - c. Look for patterns/overlapping/duplicated policies.
 - d. Add summaries.
2. Volunteer needed: List of scenarios or data needs
3. Not Completed:
 - a. Everyone needs to review columns F, G, and H of the OneDrive document Standing IT Committees—working copy to double check the information.
 - b. Sign up to volunteer to contact groups in column K.
 - i. Wilkins picked who he wanted to contact.
 1. Sent 2 out. Hasn't heard back yet.
 2. Asked Aaron Baillio. If any policies have been published and he hasn't responded. The Security Governance Use Committee is the one who works on this.
 3. Will be emailed about a road map
 - ii. Wall: Filled in known columns and picked who he wanted to contact.
 1. Need to ping. Hasn't done his yet.
 - iii. Emilie Giustozzi volunteered to be contact person for some committees, and volunteered Alicia Knoedler to contact one of the groups.

DISCUSSION

- Giustozzi: Identify meaningful gaps to ensure that areas of need are covered. Awareness of duplicated ones or ones that reference another one.

- Livingood: Acceptable use policy, nothing in there about the stance of IT security specifically.
 - Nothing in there that talked about what traditionally has been the Norman campus stance of reactive policies instead of proactive policies.
 - New policies are taking place of old policies.
- Giustozzi: Look for old policies and see what is missing.
- Wilkins: Is there a plan for communication of policies?
- Livingood: At ITC that was asked, and the answer was no not really. The three new IT polices are found at: <http://ou.edu/content/ouit/security/compliance.html>
- Wilkins: We need a policy website like policy.ou.edu as a one-stop shop to list policies and/or points to policies
- Zhou: Agrees with a website and central location.
- Giustozzi: Upper management doesn't really have the resources to create training, etc.
- Livingood: Legal coming up with policies to have a foundation to respond to situations.
- Giustozzi: Create a button somewhere to get rid of the old stuff that is found on the internet.
- Wilkins: Propose decommission list if they are obsolete.
- Livingood: ITC is going to point towards the old website for reference.
- Giustozzi: How should we collaborate?
- Wilkins: Create a 2 paragraph summary of policies as a high-level view to determine policy overlap and gaps.
- Livingood: We are great because we have a lot of Metadata!
- Wilkins: Approach the committees identified as policy-making bodies in the current working document, what new/additional policies are they working on?
- Giustozzi:
 - Make a list of old polices.
 - Notate if the policy should be deleted, or recommended for deletion
 - What policies are there that bump into the human aspect?
 - Look for patterns/overlapping/duplicated policies.
 - Create scenarios.
 - Access student data, create report. What policies apply?
- Livingood: Gaps can be identified by looking at main problems i.e. access student data, start with a list of broader issues.
- Wilkins: Specifically interested in policies regarding use of data in the student, HR, and financial systems, as they fall under DART charter.
- Giustozzi: Requests for COBIT 5 checklists.
- Livingood: Create a link to training and regulations from within proposed policy websites.

HOUSEKEEPING

Facilitator: Emilie Giustozzi

Minutes: Danielle Caswell

Roster:

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