

Norman Data Governance Committee Meeting

September 17, 2020

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

Members absent: Michael Purcell, Heather Hendricks, Karen Smith.

1. Prior meeting notes - approved
2. Draft cross-campus Data Governance Policy
 - a. Susannah Livingood walked the group through the updated draft of the cross-campus Data Governance Policy. There have been some substantive changes from the previous draft based on meetings with stakeholders from NC and HSC.
 - b. David Horton suggested that, though Tulsa programs fall under HSC administratively and both campuses programmatically, a representative from Tulsa should probably be included so the campus has representation; Marcy Fleming agreed that someone who works on campus in Tulsa should be included.
 - c. Marcy suggested asking Tulsa administration how they would like to be included in the structure, possibly including an ex officio Tulsa representative on both campus data governance committees.
 - d. Susannah volunteered to take this question to Tulsa campus and bring it back to the cross-campus group working on the policy.
3. IT-Data Services Project list
 - a. This list is produced by Cliff Mack; Cliff joined the meeting to provide answers to any questions the group have about the document. Marcy asked Cliff to explain the color coding; Cliff responded that it's primarily a tracking tool for himself so he can easily glance at the document and know at what stage certain projects are currently.
 - b. Susannah asked Marcy based on some of the projects pending on the list what criteria HR uses to determine whether employee data is shareable upon request, as students have the protections of FERPA that does not necessarily extend to employees. Marcy indicated there is a classification standard and that release of employee data is determined by proof of a strong business need to further the business of the University. Even then, HR tries to limit the amount of information to the absolute minimum necessary to fulfill that need.
4. College Board Landscape follow up discussion
 - a. Chris Kennedy provided additional documentation regarding the OAR request to utilize College Board Landscape. He clarified that the Slate ID is pushed to Banner, but once there it is difficult to find and the ones with access are a limited number of employees, primarily in OAR. The information is also stored in the alternate ID field in ODS, but it would require the information to be stripped out and mined for the ID to be identifiable.

- b. David Horton asked about potential issues should the university switch student information systems. Chris assured the group that it doesn't matter for this application; College Board is able to work with multiple systems and that it's external to internal mapping only that is not impacted by what system OU utilizes.
 - c. Once College Board receives the data, they convert the Slate ID to a Geo ID and discard any other identifying information.
 - d. Security is monitored as the only people with access are full-time OAR staff who are involved with the application review process. EM has implemented an exit survey process for employees leaving the department that has a built in check for removal of access from sensitive areas. The employees with access also have a very specific role/information view within the system.
 - e. There were no objections to the request, so it was put to a vote. Vote to approve: Marcy Fleming, Sandra Nettleton, Will Wayne, David Horton, Susannah Livingood, and Chris Kennedy. There were no abstentions or votes to not approve.
5. David Horton apprised the group on a new initiative between IT and Internal Audit. They have formed a steering committee, the IT Executive Steering Committee, which is primarily Audit driven, IT specific, and will be responsible for reporting information related to IT governance directly to the OU Board of Regents, as well as other advisory bodies. More information will be available once the charter is approved and the committee forms.