

Norman Data Governance Committee Meeting

June 24, 2021

Members present: Susannah Livingood, Jennie Clary, Will Wayne, Michael Purcell, Sandra Nettleton, Nicholas Key (for David Horton), Cliff Mack (visitor). (Meeting held via Zoom.)

Members absent: Chris Kennedy, Heather Hendricks, Marcy Fleming, Karen Smith.

1. Prior meeting notes – approved
2. Review of Data Governance activities over the last year
 - a. Data Governance and Privacy policies – both policies are with the OU Director of Policy, Jennifer Hembree, waiting on the next steps in the review and approval process.
 - b. Information Classification Standard – revised version is close to final approval/signature after open comment and review period.
 - c. Working groups – there are two working groups focused on university-wide data governance.
 - i. A cross-campus group comprised of members of IT-DS, IT-GRC, IRR-Norman, and HSC who are making sure nothing comes to a complete halt. This group has scheduled weekly meetings.
 - ii. A Data Strategy group comprised of members from IRR-Norman and IT-DS who are looking at big picture issues like communication strategies & educational campaigns.
 - d. Data Catalog – Cliff Mack with IT-DS provided an update on the Data Catalog RFQ process. The catalog team and stakeholders are in final demos from three vendors this week. Once demos are complete, the team will complete scorecards, get references, meet with procurement to go over cost, and make a recommendation on which tool is best for the university.
 - e. Tracking and reporting – IRR team members meet regularly with the BIRDE (Business Intelligence, Reporting, and Data Engagement) group to discuss how to be transparent in the project request and tracking process.
 - f. Communication and website – the working group around data governance strategy is looking for suggestions or recommendations about how to best put together an educational campaign surrounding governance and data hygiene. Ideas include a governance Twitter account, updates to the website, an OnPoint training module, and a presentation during the Academic Tech Expo. Looking for things that would be most useful and a more helpful resource for answering common questions about data and the governance process.
3. Data Request Process – still refining the process. Three requests were forwarded to Jennie Clary this week for review. These should be emailed to the committee for a vote in the next few days. Please make these a priority when they arrive.

- a. Worked with Risk, Legal, and DPO to determine appropriate routing for requests
 - b. Privacy issues – how do we work this into the process
 - c. Approval vs notification – what determines the difference and how does that look
- 4. Additional agenda items
 - a. Follow up discussion is needed regarding how and when to de-identify data.
Sandra Nettleton will email the HIPAA-related policy to Susannah and Jennie.