Data Governance Council Minutes
10am-11am Thursday, January 26, 2017
President’s Conference Room/WebEx

Council Members – Voting

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Present</th>
<th>Attendee</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Sheehan</td>
<td>☒</td>
<td>Joann Stryker</td>
<td>☐</td>
</tr>
<tr>
<td>Paul Lambeth</td>
<td>☒</td>
<td>Terry Leist</td>
<td>☒</td>
</tr>
<tr>
<td>Chris Fastnow</td>
<td>☒</td>
<td>Kathy Attebury</td>
<td>☒</td>
</tr>
<tr>
<td>Cathy Hasenpflug</td>
<td>☒</td>
<td>Adam Edelman</td>
<td>☒</td>
</tr>
<tr>
<td>Laura Humberger</td>
<td>☒</td>
<td>Chris Kearns</td>
<td>☒</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alisha Schroeder</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dave Bonilla</td>
<td>☒</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ron Larsen</td>
<td>☐</td>
</tr>
</tbody>
</table>

Additional attendees

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Clay</td>
<td>☒</td>
</tr>
<tr>
<td>Paul Lindsay</td>
<td>☒</td>
</tr>
<tr>
<td>Karen Schmidt</td>
<td>☒</td>
</tr>
<tr>
<td>Eric Wold</td>
<td>☒</td>
</tr>
</tbody>
</table>

Start Time: 10:03

Logistics

A. Call to Order and Announcements by Jerry Sheehan

B. Approval of May and August 2016 Minutes

Call for comments – none made

Motion to approve by Paul Lambeth, second by Chris Kearns. Motion approved.

1) Establish Standard Monthly Meeting and Staff Support

Discussion: what are the responsibilities and focus of the Data Governance Council. Find an appropriate balance of what we do and what we should be doing. Define if the group focuses on policy and procedure or on the data projects. A recommendation was made that we focus time as follows: 50% Data curation, 25% data projects, 25% data stewardship.

Comments made:

Dealing with data will lead to policy decisions

Policy needs to encompass all 4 campuses. This was a finding on an audit.

Data curation should be a focus.

Approach data governance with hitting strategic goals, look at what we’ve done and the ecology of data governance.

The group should provide guidance and assist in assuring compliance, don’t get bogged down in policy.

A mixture is important. Parallel in policy and guidance.

A risk is that data policy will be defined for us unless we have input.
2) **Review of Existing Software Investments**

Discussion about existing software investments. How do we ensure that we are using existing software effectively? How can we approach review of software capabilities and vendor roadmaps? Does this group have a responsibility to participate in end of contract or end of life review of existing software?

Need to identify stakeholder group for each software.

Need to identify correct group to measure engagement

Have conversations with the vendors to know what their roadmap for new features.

Begin with:

- DegreeWorks
- Academic Analytics
- College Course Scheduler

3) **Conducting a Business Analytics Readiness Initiative**

Discussion: A need to look at overall distribution of software ownership and where we may have multiple systems across campuses for the same objective vs. single vendors with a bundle of solutions. What are all the applications we have and what are they doing.

Comments:

What do we currently have, who owns it, when is the lifecycle review? Second priority: what data does it contain, where is it stored and can the current data be exploited?

First pass review of all systems will be done internally.

Identify infrastructure needs along with the software solutions.

Need to find out how we can standardize data and data definitions across the systems to provide consistent analytics and predictive practices.

After assessment – there could be infrastructure that needs to get in place first. To get full value from any solution, we need to assess infrastructure needs. Vendors are offering views of the data.

4) **Clean Addressing**

review Remaining time is not sufficient for review. This will be added to the next agenda as time allows.

Background

Enterprise Governance Proposal

Update: Start next meeting with this subject as time has run out

**Call for future agenda items**

Discussion: it was suggested and encouraged that the entire membership of the council feels comfortable in providing agenda items for the meeting. Many groups have need to open up agenda to all that are interested to get on agenda instead of what they need to know from us. Co-ownership of agenda moving forward. Responsibility.

Time commitment for the Council members is to continue to meet monthly with some outside work from members and their respective groups.
## Action items

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action</th>
<th>Owner</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>PMO to recommend a process for DGC review of software investment.</td>
<td>PMO</td>
<td>Update at Feb DGC</td>
</tr>
<tr>
<td>3.1</td>
<td>PMO will recommend process for Business Analytics Readiness Initiative.</td>
<td>PMO</td>
<td>Update at Feb DGC</td>
</tr>
</tbody>
</table>

**Adjourned**  11:00