UNC
INFORMATION
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Minutes
Enterprise Data Coordinating Committee
Functional Subcommittee
7/25/2017

Attending: Molly O'Keefe, Scott Jackson, Kim Stahl, Fran Dykstra,

Not attending: Patricia Oliver, Rick Root, Mel Jones, Rich Arnold, Dwayne Pinkney,

Minutes:

Discussion of the role of the functional subcommittee; overall charge and areas of focus. From the Committee charter:

"Make recommendations to the Steering Committee on need policies or modifications to existing policies. Draft any standards and University-wide procedures needed for carrying out the policies defined by the Steering Committee."

- Establishment of **policy, standards, and some procedures** about University enterprise data
- Defining **roles and responsibilities** of those who make decisions about university data
- Continual review of policies and standards ensuring **appropriate protection** of enterprise data (probably triggered by regular review process)
- Establishment of policy and standards around **collection, distribution, and appropriate use** of enterprise data (survey of existing policies and standards on this topic)

Committee discussed at what level they are tasked with creating guidance, and what types of guidance. Many types of guidance exist on how to mechanically get data into systems. Is it the role of this committee to create help documentation? Differentiating enterprise systems from other stray information stored elsewhere. Question: How would a policy exist around collection of data? Could it relate to accuracy? Should such documents be topic-specific?

Discussion then moved to the concerns of some data stewards: How do people know when they must consult a Data Steward? Once access is granted, what happens to it later? (re-use of the data) Ex. If student data goes into Davie, can Development re-share that data? That may be a policy area for this subcommittee.

The subcommittee identified a primary topic for next time: Triggers for Data Steward engagement, related policies. Appropriate data use policies/conditions/standards.

Discussion of committee membership to ensure appropriate representation of stakeholders.

The subcommittee did determine that it should be a tactical group to look at data quality, data dictionary, documentation of standard fields and forms rather than an abstract or strategic group.

Addressing the many ways data is collected may be too big of a task to undertake at the outset.

Discussion of data dictionary: the framework for a data dictionary would require input from many areas. This would be a large project. Identifying "system of record" for each data element would be an immense challenge. System of record may not be "owned" by the person who has the authority to release the data, who may be different from the person who is the data steward. Then the data may be altered before it's released to get it into the needed form. The committee would need to determine whether this would be a reporting data dictionary, or a technical dd or both. From data source, relationships between systems, areas where it's being used, web of systems and sources.

The committee discussed examples: 1. data warehouse: architect data, build views/schemas that flatten relational data in ways that it could be exposed in a way that would let reporting happen. 2. purchase order: how many purchase orders did ITS issue for X items? Information exists at line, header, and other levels, so joins would not be sensible. If there is a way to create virtually flattened data structures, it would be helpful to have a data dictionary for those items. If so, this committee might be able to define fields we would like to capture in the dd to give people information about the structure. Giving system of record, name of fields in the systems.

For University ED reporting, would this committee be able to provide guidance/input/policy around how such a thing would be created. This would give some guidance to campus-wide data management. It could reduce the need for data manipulation to produce the needed output formats, reduce intermediary steps.

This group determined that an immediate need is for a matrix of data categories and trustees.