# Data Governance Committee

**Meeting:**

Data Governance Committee

**Date/Time:**

Thursday, April 4, 2019 @ 9:00 a.m.

**Invitees:**

Tim Pavlis, John Barden, Paul Rivers, Ryan Schlagheck, Sondra Cruver, Lily Svensen, Karen Anderson, Emily Shandley, Pamela Caudill, Judy Offutt, Maureen Velazquez, Steve Fielding, and Erin Mahoney

**Attendees:**

Tim Pavlis, John Barden, Paul Rivers, Ryan Schlagheck, Sondra Cruver, Lily Svensen, Karen Anderson, Pamela Caudill, Judy Offutt, Maureen Velazquez, Steve Fielding, and Erin Mahoney

**Topic:** Data Governance at Yale

## Agenda:

- **Review Yale Data Reference Map progress**
  - Six of the 18 domains on the data reference map have been reviewed (correspond with 66% of data subdomains).
  - Finance and Research are under review (solid blue background remain to be documented). Please see the attached Visio version of the Data Reference Map.
  - Additional outreach planned to document the data SME and Steward for subdomains within the following domains: Teaching and Learning, Facilities Management, Governance and Risk, Legal and Compliance, Transportation, IT Systems, Public Safety, Hospitality, Organizations, Places and Clinical Data.

- **Website Updates**
  - Demo of recent improvements (refer to [https://dev.admindata.yale.edu](https://dev.admindata.yale.edu)).
  - Data dictionary reviews and release dates: Finance by 4/11 (review); RE – mid-May; Student when data model is completed (mid-April?).
  - New data dictionary submission process instructions (template is hosted on website Governance Resources).
  - Report **roadmap** for each data mart on the Common Reporting Platform.
  - We continue to work with the web designer on improvements and features to enhance the new administrative data and reporting website.

## Meeting Notes:

- **General:**
  - Yale Data Reference Map – Goals are to validate the subdomains and identify data domain steward or authoritative officer/role, and data expert(s) to provide insight about appropriate data uses, integrations, and distribution.
  - Tim recommended that when we reach out to new partners about the remaining reference map data domains and subdomains serve as an opportunity for data stewards/functional resources to learn about goals, join a wider data governance community, and capture new feedback to bring back to the Data Governance Committee. Make it easy for the Yale community to ask questions, find existing documentation, and leverage this discovery opportunity to see how others perceive data governance.
  - Website Updates - John recommends that we publish documentation, evolve it as we progress, and make it easily available even if it’s not a final version so that the community can see where we are going with data governance.
  - Website > Governance > Data Stewards – Very valuable information for the community and a place that we should be pushing people towards.
  - Website > Governance > Resources - Include documentation such as Data Reference Map and include broad communications so that the community knows that information is available to them and open for feedback.
  - Website > Services > Additional Yale Resources section on the right – Lily recommended adding OIR site. * Maureen to follow up.
  - Website > Support - This section will evolve as data solutions on CoRe go live, and as additional resources are compiled and cross-referenced. The web developer is designing a timeline.
  - Website > Support - Recommendation was made to provide a description of what actual data is readily available for the community to read. Manage client expectations. Summarize an info-graphic for the RE Roadmap and what is coming when. * Maureen to follow up with Bob Davis.
  - The Center for Teaching and Learning can provide input to the subdomains for Faculty (Pilar Abuin follow up).
  - Recommendation that Maureen continue to build out the Data Reference Map for Yale as she is an expert to drive the effort to identify the correct information and the committee will watch as it evolves and makes progress.
• Pam – for CoRe wants to make sure the appropriate community information is shared.

• Questions:
  o Clinical Trials on the Data Reference Map, what it is pointing to? We are working with Bob Davis to approve/confirm the data subdomains for Research Administration.
  o On the Website > Support page will there be URL’s to the specified data dictionaries? Yes, this effort is in progress and links will be provided.
  o Lily asked it the Website would be available shortly? The Yale self-study is underway and provide self-supporting documentation. If the site were live maybe they could share that information. Yes, the goal is to be in a production environment by 4/12 and therefore we are working to clean up the website content in preparation for it.

• Action Items:
  o Maureen to publish documentation to the website even if it’s in the form of a draft.
  o Website – Maureen will work with the web team to get the site live in production and include the Data Reference Map here, with a newsletter article companion advise when it becomes available and receive comments – don’t make it slick – enable feedback.
  o Work with Change Management on communication to support the new website.
  o We will add the following OIR site cross-reference on the Services page https://oir.yale.edu/
  o Paul will take back to end-point engineering to upgrade Tim to the latest operating system and compatible Power BI Version.
  o Maureen to work with web developer to change the Finance access contact email from fss@yale.edu to sharedservices@yale.edu the first level of support
  o Knowledge Base article that includes the minimum standards for the service, what browsers and operating systems
  o Poster not displaying – in front of Ryan’s office

*Special Note – the CoRe technical team is working with end-point engineering to deploy Power BI to the Software Library and Software Center on managed workstations for April 12. This will be the version compatible with the report server and allow users the ability to download to their machine without having to be an administrator on their machine. Apple device browser solution is also in progress.