

May 21, 2008

Dan opened meeting with review of agenda and Mark's proposed goals of this group.

Discussion Items:

D1. Reviewed work done earlier and the wish list put together in December 2006 (document is in OnCourse). Do these initiatives logically sort into the various committees? Merri Beth noted that nothing has been done to map this list into the various new committees.

D2. Walked through the list:

- 1) More uniformity/flow among procedures for each application – data provisioning
- 2) Data handling training – Education awareness
- 3) Make supervisor role required (what does this mean?) – registrar has developed role of data supervisor (can make request for access for a particular unit) – assures that the individual's in their area should have the access needed. – data provisioning committee.
  - a. However, this would be a new role and maybe should fall into policy committee or executive committee.
  - b. Dan Rives – his read was different than Dan's. He felt it meant more accountability.
  - c. Cromwell – Dan McDevitt's definition is what he understood this to mean.
  - d. Don Grinstead noted that we seem to use the term "role" in many places.
  - e. Looks like it needs to go back to the whole group before Data Provisioning can take action.
- 4) Departmental transfer processes – fits in data provisioning – SIS has nightly process which goes through HR record to look for changes (transfers, leaving IU, etc.). This work seems to be done in silos. Level 2 access – left up to application areas to take action now. Look for ways to standardize this process.
  - a. Dan Rives relates this to the prior item – if there is a data supervisor they would be responsible for assuring that access is appropriately assigned during transfers, termination, etc.
  - b. Is there a good strategy that would work across units? Intradepartmental transfers would have to be governed within their department.
  - c. Dan McDevitt suggests that this is something this committee works on.
  - d. Kevin – does this connect with Identity Management Task Force? Will this group work on role-based access? Yes.
  - e. IdM Task Force – how does the work of this group feed into this group, or does it?
  - f. The IdM Task Force has only met once; Dan McDevitt, Kevin Keogh and Tom Davis are also on this group. Question was posed about dealing with access to external individuals.
- 5) Online reset of password for application or DB access – has this been done? Still working on this at UITS. Oracle DB access need for IUIE and SIS. Had been managed outside the normal Net ID access.
- 6) Strategic plan for overall institutional access process – data provisioning but also IDM Task Force.
  - a. Need a vision, but also technical implications of how to implement. High level goals first; technical evaluation to determine solutions, funding, etc. (Don Grinstead).
- 7) Cromwell – are we proposing "role-based" access as appropriate tool? Is this the purview of the Data Stewards as a whole? This would need to include input and statements from each

of the subcommittees. Don't spend a lot of time on this item. Let IdM Task Force get started and have this committee go forward with its own work.

D3. Discussion of results of Process Retreat in July 2006 – Merri Beth walked through list(see document in OnCourse)

- a. Removal of access upon termination – not now able to do this. Dan wants to take this on as a part of this group.
- b. Is it good enough to have Net ID disabled? This is more of an IDM Task Force initiative. Can't depend upon this – takes people out of applications they should have access to. Depends upon Role-Based access.
- c. Affiliate process is not good at all – we don't require ID, lots of risk because departments are granting access without the stringent requirements of students and employees.
- d. Project Nine –Don would like the Affiliate discussion to percolate up because it is both an impediment and a risk to the university. Even if this subcommittee simply acknowledges the problem.
- e. Project Ten – need policy statement and then figure out how to implement. At this point – Merri Beth not aware of this being a problem. Susan McCammon has not raised it again.
- f. Project Twelve – ARMS is just for SIS. Never got demo; never finished.
- g. Project Thirteen – Has been resolved.

D4. Hourly Employee issue –Briefly discussed issue related to de-provision access for hourly employees. Currently employment activity, i.e., terminations, can be used trigger de-provision access, both at level 1 as well as level 2, 3. However, in many cases termination transactions are not initiated for hourly employees on a timely basis. Therefore an hourly employee may appear to be active for some period beyond their termination date. Dan Rives indicated UHRS was working on this issue which would result in termination of a large number of hourly employees in the near term. However, it was pointed out this will continue to be dependent upon departments to initiate the termination transaction.

We talked about the idea of possibly changing the dependency of relying on the termination of the job record and maintaining access for hourly employees to using a “last paid” date. This approach would automate/trigger de-provisioning of access if the hourly employee had not been paid for some internal of time, i.e., 3 months. Group comments seemed to be positive related to this idea. However ,the discussion was brief and will be picked up at the next meeting.

#### Action Items

- A1. Phyllis will do research into how and where we use the term “role”and map out. Help define “role-based” access.
- A2. The question of making a supervisor role “required” needs to go back to the full Data Stewards group before Data Provisioning subgroup can take any action.
- A3. Departmental transfer process is something the Data Provisioning Committee should work on.
- A4. Data Provisioning Subgroup will work on “role-based” access.

A5. Ask Kim Milford to come to next Executive Committee meeting to talk about the work of the Identity Management Task Force and how it might overlap with work of Data Provisioning Subgroup.

A6. Ask Alan Walsh for status on online reset of password for application or database access.

A7. Suggestion was made to take the question of whether or not “role-based” access is the purview of the Data Stewards back to Mark to put into higher-level context.

A8. Merri Beth will work on web page for committee of Data Stewards – on the existing old data management pages there is a list of data managers and data stewards – should this be updated? Where are there other lists which need to be reviewed? Develop authoritative sources.

A9. Beth Cate will send questions to Phyllis to put together a matrix about the different types of data we are talking about. 4 or 5 questions appropriate for us to flesh out for each of the data areas. Phyllis will go over this with Mark.