

# Functional Data Governance Committee

## Agenda

Virtual TEAMS Meeting Thursday March 11, 2021  
Functional Data Governance Committee Meeting #13

Invited:

Gibbons, Michael [michael.gibbons@mga.edu](mailto:michael.gibbons@mga.edu) (Chair)

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Gay, Laura [laura.gay@mga.edu](mailto:laura.gay@mga.edu)

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1. **Approve Agenda**
2. **Review and Approve Minutes**
3. **Updates from the FDGC Chair: (Gibbons)**
  - a. USG Update – Tier 1 and 2
  - b. [Records Management Policy](#)
  - c. [Tier 3 Committee Assignments Document](#)
4. **Technical Data Governance Committee Update (Dyer)**
5. **Old Business**
  - a. Update - Data Governance Training (Tsavatewa)
  - b. Update - User Roles and Access Permissions – Documentation and Process (Boswell, Bergman)
  - c. Update Safeguards Standard (Morgan)
  - d. Records Management Program Workgroup (Waters)
6. **New Business**
  - a. Data Elements and Data Definitions Workgroup (Boswell)
  - b. Data Quality Workgroup (Gibbons) (Must Begin)
    - For all data essential to operation and reporting:
      - Has the institution documented and promulgated data standards and definitions to ensure accurate data entry/creation?
        - These standards and definitions should be part of data element dictionaries where they exist for data systems per subsection 12.3.2 above.
      - Are there documented schedules of collection times and when information is updated to ensure timeliness of data?
      - Does the institution assess collected data on at least an annual basis to ensure accuracy, completeness, and adherence to standards?
        - Data entry validations are best practice.
      - Does the institution regularly consult data users or stakeholders to ensure data usability and relevance?
    - c. Logical Access Discussion (Smith)
    - d. MGA FDGC Monitor/Audit Subcommittee (Stanley)
7. **Adjournment**