Functional Data Governance Committee

Meeting Minutes
September 2, 2021
Meeting via Microsoft Teams
Meeting #1 of FY21/22 Year

In Attendance:
Brian Stanley (Chair), Shane Allen, Deepa Arora, Pamela Booker, Samantha Boswell, Beth Byers, Kevin Cantwell, Adon Clark, Christy Colvin, David Biek, Geoff Dyer, Lora Foskey, Amanda Funches, Laura Gay, Michael Gibbons, Corey Guyton, Tonya Johnson, Alex Koohang, Tamatha Lambert, Tripp Mitchell, Joel Morgan, Anthony Narsing, Renee Rainey, Natalie Rischbieter, Amanda Register, Mary Roberts, Chip Smith, Chris Tsavatewa, Tara Underwood, Mary Wearn

Absent:
Ron Ardelean, Jenia Bacote, Cheryl Carty, Julie Davis, Melinda Robinson-Moffett, Shane Roland, David Sims, Michael Stewart, Margo Woodham

Secretary: Amanda Funches

1. **Approve Agenda** – approved as amended (moved by Cantwell, seconded by Gibbons)
   a. Add Data Privacy 12.6
   b. Review of Audit
2. **Review and Approve Minutes -** minutes sent via email, if no changes, will post as is**.**
3. **Chair Updates: (Stanley) –**
   a. **Membership Updates.**
      i. The following need to be updated: Dian Mitchell, Interim VPEM (will be trustee and steward); Renee Rainey (new legal counsel); Kevin Cantwell (new dual role); Jennifer Shinpaugh (new Director of Housing); Pamela Booker (new Exec. Director of HR); Mary McDonald (new VPUA); David Jenks (new Provost); David Sims (title change); Amanda Funches (title change); Michael Stewart (title change)
   b. Subcommittee Organization
4. **Technical Data Governance Committee (Dyer) –**
   a. **No Update**
5. **Old Business**
   a. **Data User – Data Governance Training (Lambert)** – 120 have completed training. Due at end of month. Reminders will be sent out.
   b. **RIM Program Discussion/Update/Implementations (Gibbons) –** Rainey has been brought in.   She will review P&P for MGA.
   c. **Update Data Life Cycle (Gibbons) –** Users need to claim systems and update records.
   d. **Update Data Quality Control (Gibbons) –** Goal is to try to synchronize collections and to have less conflict. Records will go in record resource – goes to USG policy.
6. **New Business**
   a. **Calendar (Stanley and Lambert)**
      i. Quarterly Invitation for data users with their stewards to address data issues with the FDGC (2nd QTR)

  ii. Present an annual update on Data Governance activities to both the Faculty Senate and Staff Council (Last QTR AY 21/22)

  iii. Review MGA's Data Elements Dictionaries (3rd QTR)

  iv. MGA's Data Dictionary Guidelines (3rd QTR)

  v. FDGC will engage in an annual review of one institutional record category (3rd QTR). For 2021/2022 this will be Intercollegiate Athletics.

 b. Next meeting dates and topics (Stanley and Lambert)

  i. Topics include student complaints, SACS Standards, Fifth Year Report

  ii. Dates for meetings will be the 1st Thursday of each quarter.   Dates for FY22 are December 2, March 3 and June 2. All meetings will be held at 10 – 11 AM.

7. **Added Agenda Items**

 a. **Data Privacy –** Updated BPM 12.6. Items due 12/31/21 and 12/31/22. Consent forms are online. Will get forms on sharepoint for annual updates. Will submit privacy standard.

 b. **Audit –** MGA was audited on endpoint security (end user work station). MGA has provided responses to audit findings.

8. **With no other business, the meeting was adjourned.**