Functional Data Governance Committee

Meeting Minutes
Virtual TEAMS Meeting Thursday January 7, 2021
Functional Data Governance Committee Meeting #11

In Attendance:
Michael Gibbons, Shane Allen, Ron Ardelean, Deepa Arora, Beverly Bergman, David Biek, Samantha Boswell, Beth Byers, Kevin Cantwell, Cheryl Carty, Adon Clark, Christy Colvin, Erin Crider, Julie Davis, Geoff Dyer, Amanda Funches, Alex Koohang, Tamatha Lambert, Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Stephen Morse, Amanda Register, Natalie Rischbieter, Melinda Robinson-Moffett, Chip Smith, Brian Stanley, Chris Tsavatewa, Tara Underwood, Josh Waters, Mary Wearn, Margo Woodham

Absent:
Jenia Bacote, Laura Gay, Corey Guyton, Barbara Ratzlaff, Mary Roberts, Shane Roland, David Sims, Vicky Smith, Michael Stewart

Recorder: April Gregg (non-voting)
Meeting began at 11:04AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** – emailed, if no changes by COB, will approve as is.
3. **Updates from Project Manager (Tsavatewa)**
   a. **Updates from the USG** – Dr. Angie Bell sent an email update last month about data elements having public facing (available) documents. We are prepared to meet that expectation: how they are posted and how they are organized on our data governance webpage. Also, the data research compliance – previously stated that all employees had to have research conduct training. That has been changed to state "where the sponsor requires responsible conduct training".
4. **Updates from the FDGC Chair: (Gibbons)**
   a. Senate Update – we haven't involved faculty with BPM, but it is something they should know about. Dr. Gibbons will get on Senate's agenda to give them a brief overview.
   b. Tier 3 Committee Assignments Document – no one has volunteered, Dr. Gibbons is going to start assigning people. This is a major project that needs to get started now, so we can move forward and complete by the required deadline.
5. **Technical Data Governance Committee Update** (Dyer, G) – didn't meet in Dec. no update.
6. **Old Business**
   a. Update - Data Governance Training (Tsavatewa) – will roll out as scheduled at end of Jan. Emails will be sent to complete training via D2L.
   b. Update - User Roles and Access Permissions – Documentation and Process (Boswell, Bergman) – Beverly stated that she has most of the historical users and rolls updated in the master list; however, she is missing two list still and should receive those today and will complete the master list by the end of today. Samantha mentioned the email that was sent yesterday and the new process. The goal of the process is to have a master list and their users for all the data systems used. Microsoft forms is the required form to use. It is a new process and will be constantly revolving/updating. USG requirements (resources and policies) were in the links in the email. Those same USG requirements

(resources and policies) can also be found on the data governance website under "charter and resources" tab. If something is incorrect in the new process, please reach out so it can be updated. Custodian is the person actually making the changes in the system (permission). Data Steward is the one requesting the permissions for the new person to be added. If a system is not listed, let us know. Anytime a form is filled out, a new line is added in the master list. Data Stewards can see this list at all times. This starts on Monday – Jan. 11, 2021. Margo asked if this would take the place of the Banner system currently used – yes, Banner request form will go away, no more tickets and forms, just this new form. Brian asked if this was a separate form for PeopleSoft. Will this form start the process? Samantha stated that it has not been discussed yet, but it will probably be in addition to other forms required for certain area's form.

    c. Update and Discussion - Data Life Cycle Checklist and Appraisal Document (Waters) – most have completed this already.

7. **New Business**
    a. Safeguards Standard (Morgan) – Joel stated that he is doing this right the first time especially since there is a finance audit coming up soon. He did meet with Rose Patti, Geoff Dyer and Roger Boyd (USG Auditor) on Nov. 19, 2020 and made the first deadline for March 1st. Joel stated that there are 3 sections and then 18 subsections. He is doing each standard separately and thoroughly. His second deadline is May 1st for another section. He is taking each standard and validating against USG policies and compliances. Priority right now is GLBA due to audit. Dr. Gibbons stated that June 30th, 2021 is the deadline for the entire BPM being implemented. Joel stated that this was the best he could do, he has a plan and is making progress; that GLBA audit is his #1 priority. Dr. Gibbons asked how much of this incompletion affects the Tier 3 completion – Joel says only 2 checklist items. Joel stated the Safeguards Standard is the blue print for the entire program. Dr. Gibbons asked if anyone could possibly help in this process. Joel stated that he was not aware of anyone that would be knowledgeable to help with this project.
    b. MGA FDGC Implementation/Monitor/Audit Subcommittee (Gibbons) – Chris stated that this should be a straightforward process to identify any areas that need to be looked at or fixed. Just reaffirming that we have done the required things and have them in place…documents, etc. Data systems – maintaining them? Christy Colvin, Julie Davis, Brian Stanley and Chris will be on this subcommittee.
    c. Tier 3 Checklist (See Attached) – Chris went through it briefly.
    d. Tier 3 Workgroups – workgroups will align with the Sections that need get completed.
        i. Critical Start: [Section 12.3.2 Data Elements and Data Definition Documentation](#) Dr. Gibbons explained this section (this is an available document of data elements and data definitions, ex: what a new student means, what "Z" means on the 093c report. Giving new people a reference document to find what something means.) 1st action is the structure and where it will be linked (available) on the data governance webpage and MGA's website. Then going through the different systems and getting those elements and definitions defined. Getting vendors like Raiser's Edge, Handshake, etc. to give us definitions of the systems currently used. Last we will have to make a process for if something is changed or added, how it is updated.

8. **Adjournment – 11:48 am.**