

Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Thursday February 11, 2021

Functional Data Governance Committee Meeting #12

In Attendance:

Michael Gibbons, Shane Allen, Ron Ardelean, Deepa Arora, Jenia Bacote, Beverly Bergman, Beth Byers, Kevin Cantwell, Adon Clark, Christy Colvin, Erin Crider, Julie Davis, Geoff Dyer, Laura Gay, Corey Guyton, Lora Foskey, Amanda Funches, April Gregg, Alex Koochang, Tamatha Lambert, Dian Mitchell, Tripp Mitchell, Joel Morgan, Stephen Morse, Amanda Register, Natalie Rischbieter, Melinda Robinson-Moffett, Vicky Smith, Brian Stanley, Michael Stewart, Chris Tsavatewa, Tara Underwood, Josh Waters, Mary Wearn, Margo Woodham

Absent:

David Biek, Samantha Boswell, Cheryl Carty, Debra Matthews, Barbara Ratzlaff, Mary Roberts, Shane Roland, David Sims, Chip Smith

Recorder: Laura Gay

Meeting began at 11:01AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** – emailed, if no changes by COB, will approve as is.
3. **Updates from the FDGC Chair: (Gibbons)**
 - a. Tier 3 Committee Assignments Document – needs to be completed by July 1st, 2021. Populated committees for the Tier 3 and briefly went over the committees and which sections need to be completed.
4. **Technical Data Governance Committee Update (Dyer, G)** – didn't meet in Jan. Here to advise and haven't been approached by anyone in Jan.
5. **Old Business**
 - a. Update - Data Governance Training (Tsavatewa) – is live for the owners, stewards, and trustees. Will get notification today or Monday to start completion in D2L. Data user training will be next month for all faculty and staff.
 - b. Update - User Roles and Access Permissions – Documentation and Process (Boswell, Bergman) – Beverly sent email to stewards and custodians in Jan. for new form and process. Been using for a month now. 23 requests made through the process. No problems or complaints so far.
 - c. Update – Initial Data Life Cycle Checklist and Appraisal (Waters) – 24 done and 8 still needing to be completed. Josh will send an email to the 8 outstanding to figure out where they are in the process. Asked the committee to please submit anything outstanding. This is helpful for us to go through it to see what we have done, what needs to be completed, and how we are currently doing things/processes.
 - d. Update – Safeguards Standard (Morgan) – still working on the 8 standards for the GLBA compliance. Expecting audit around June 30. Before then, safeguard standards will be submitted to Technical Data Governance Committee sometime before end of March.
6. **New Business**
 - a. Records Management Policy (Tsavatewa, Waters) – Chris – policy referral from Data Governance Committee to review and approve. Updated 10.3, this hasn't been updated

since 2015. Update aligns us with new BPM expectations, clearly defines roles, and current on policies and procedures. Policy is presented for view. Most important part is 5th paragraph.

- b. Records Management Program Workgroup (Tsavatewa) – 5th paragraph, by passing this policy – Chris went over this. There is a workgroup doing this and will have done by end of May. Gibbons, Waters, Geoff, Tamatha are in this workgroup. Voting will be sent via email to the voting members – email vote by next Thursday at noon. Will be reaching out to groups that need members involved.
- c. Data Elements and Data Definitions Workgroups (Tsavatewa) -
 - i. System Classification and Prioritized – 93 apps and platforms has been completed by OTR. Joel completed this and classified them accordingly (confidential, sensitive, etc.). Big lift. Pulled into a centralized scheme. Systems used. Look at this in phases according to specific needs/usage. There are about 20 that will be in the beginning phase. Those stewards and administrators will be contacted in the next week to begin discussion about securing existing data definitions, those available from USG, and reconciling institutionally with USG.
 - ii. Instructions and Methodology – following things that have been adopted internally.
 - iii. Workshops – work groups will be allocated according to the users (PS financial, HR software, etc.). Workshops will help work through problem areas and prioritize systems. Need to show movement in this area.
- d. MGA FDGC Monitor/Audit Subcommittee (Stanley)
 - i. Stewards – Review BPM Sec 12 Checklist, Locate/Create/Produce Relevant Procedures – have meet as a subcommittee (Julie Davis, Christy Colvin, and Brian). Will meet regularly. Have started a checklist. Will call on Data Stewards for evidence, which will require creation of procedures. Will need more help in order to finish by July. Would like someone from Student Affairs. Do have gaps in this area, have a lot of documenting to do in order to meet goal. Amanda F. volunteered to help via chat.

Dr. Cantwell asked subcommittees to keep minutes. Gave thanks to those leading the efforts.

7. Adjournment 11:39PM