Those in attendance: Dr. Michael Gibbons, Chris Tsavatewa, Joel Morgan, Ron Ardelean, Amanda Register, Margo Woodham, Dian Mitchell, Julie Davis, Brian Stanley, Erin Crider, Geoff Dyer, Josh Waters, Chief Tripp Mitchell, Amanda Funches, Cheryl Carty, and Dr. Debra Matthews
Absent: Shane Allen, Laura Gay, Christy Colvin, Lee Ann Kirkland, Barbara Ratzlaff, Dr. Michael Stewart
Recorder: April Gregg

Meeting began at 11:14AM

1. Approve Agenda – approved as is
2. Review and Approve Minutes – Previous meeting minutes sent to everyone to review. If anyone has any corrections, send directly to Dr. Gibbons. Dr. Gibbons will get the final approved minutes posted on the website.
3. Updates from the FDC Chair:
    a. New BPM Timeline 12/31/20 – officially pushed back Tier 2. Tier 1 is still due by July 1st. Josh suggested we still stick with the July 1st date that we gave to the president. Joel doesn't think we will be ready by July 1st with the COVID going on. Joel is requesting to have everything moved to Dec. 31, 2020 (including Tier 1). Stating that a lot falls on him and his department. Dr. Gibbons will review email sent from USG on the date. Still wants to try to meet the target of July 1st. Dr. Gibbons will circle back on this. If we decide to move Tier 1 date back, we will also need to talk with the president about date deadline change that we originally told him. Geoff mentioned that he is working with his group to work on this and get it done. Still may have to push the deadline back though. Dr. Gibbons will discuss again later after reviewing email from USG.

1. Old Business
    a. Tier 1 Subcommittee Lead Updates (Josh, Joel) – Joel talked about the GLBA and privacy. He updated to include Opt Op option for FERPA directory info. He thinks the scope of the GLBA covers everything (credit cards, personal info, financial aid, etc.). He doesn't want to mention anything specific on the document. He does want to get it completed soon, so he may have to review his scope of the policy. Josh suggested that we separate how we include credits cards. Josh stated that what Joel is working on are the safe guards; privacy is FERPA. Josh mentioned that #1 and #2 can answer be answered, but #3 they are stuck on. As long as we have everything covered. Joel wants everything written down to be clear in the foundation. Josh is good with it as is. Brian is good with it as well.
    b. Tier 2 Subcommittee Lead Updates (Michael, Michael, Ron) – Ron no updates right now.

    c. Revisit Auditing Subcommittee - no responses will have to revisit at next meeting.

    d. Technical Data Governance Committee Update (Geoffrey, Michael) – Geoffrey has been briefed on it, but has not had an official meeting yet. No updates as of yet.

1. New Business – Dr. Gibbons went over briefly what Tier 3 includes.

    a. Tier 3 Discussion – Review criteria – at https://www.usg.edu/business_procedures_manual/section12/C1643

- GDPR Moved
- Section 12.3.2 Data Elements and Data Definition Documentation – This will take a lot of time to complete in detail. Need to start thinking about it now and how to do this in an optimized way. This is where we will define the elements of the data used (tables, definition of codes, naming everything that is in our data).
- Section 12.3.3 Data Quality Control – what is going in and how it is handled
- Section 12.3.5 Data Life Cycle – is the data still relevant or not? Disposing of data information safely. Making sure that policies and procedures are in place. Open Records, grades, paper documents, etc. – what is the timeline to dispose of these type data information saved.
- Section 12.5.4 Monitor
- Section 12.5.4 Audit – will need to form a team to review so we will be ready for whenever USG wants to audit us.

Chris mentioned that Tier 3 will take time. We are behind on Tier s1 and 2, we need to prioritize and catch up. Tier 3 has not been assigned yet but highly recommend that people go ahead and read and get familiar with what is coming down the pipeline. Need to continue to move forward. Tier 3 checklist should be out in the next couple of weeks.

1. Adjournment - motioned to adjourned. Meeting ended at 11:58AM