

Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Thursday May 6, 2021

Functional Data Governance Committee Meeting #15

In Attendance:

Michael Gibbons (Chair), Shane Allen, Deepa Arora, David Biek, Samantha Boswell, Cheryl Carty, Christy Colvin, Geoff Dyer, Corey Guyton, Amanda Funches, Alex Koohang, Tamatha Lambert, Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Amanda Register, Mary Roberts, Melinda Robinson-Moffett, Chip Smith, Brian Stanley, Michael Stewart, Chris Tsavatewa, Tara Underwood, Mary Wearn,

Absent: Ron Ardelean, Jenia Bacote, Beverly Bergman, Beth Byers, Kevin Cantwell, Adon Clark, Julie Davis, Laura Gay, Lora Foskey, Natalie Richbieter, Shane Roland, Carol Sargent, David Sims, Vicky Smith, Margo Woodham

Recorder: April Gregg

Meeting began at 11:01AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** – minutes sent via email, if no changes, will post as is.
3. **Updates from Project Manager: (Tsavatewa)**
 - a. **[Tier 3 Checklist](#)** – **USG Reporting Update** – about 40% complete with Tier 3, auditing component is continuing to be integrated. Have two months left to finish Tier 3 checklist, the checklist can be found in the email that was sent out and also within Microsoft Teams.
 - b. **Data Governance Structure and Timeline** – we will continue to work even after deadline of June 30th. Each committee will make their own meetings, quarterly or monthly, and come June 30th, 2021 Dr. Gibbons will no longer be chair. The work of this group will transition to the continued working groups.
4. **Updates from the FDGC Chair: (Gibbons)**
 - a. **[Records and Information Management Policy](#)** (Effective 5/7/21) – is up and tomorrow it will be an actual policy.
 - b. **[Open Records Website Update](#)** – updated the Open Records Request and posted in on the Office of Institutional Research and Data Strategy website.
5. **Technical Data Governance Committee Update (Dyer)** – Dyer was not present at this timeframe. Joel stated that nothing had been presented to them for the committee to review. However, he does plan to give the committee the safeguards soon to review.
6. **Old Business**
 - a. **Update - User Roles and Access Permissions** – Documentation and Process (Boswell) – running well. Users are getting familiar with the form and process. Still working to get the “off boarding” in to the process. She will be working with HR soon to get this started.
 - b. **Update Safeguards Standard (Morgan) (Tier 1)** – planned on having it completed by today, but only 5 out 8 are done. By next Friday will be completed to present to Technical Data Governance Committee.
 - c. **Update Data Life Cycle: (Tier 3)**

- i. **Records Management Program Workgroup (Tamatha)** –Very minor changes to make. Will meet with the group soon. Jennifer Jones will do a high level technical review as the next step. 90% of the work is done.
- ii. **Records Categorization Documentation (Tsavatewa)** – went over this document. This document is available and searchable.
 - 1. Macro-Stewards (2020-current) - Explained record category and schedules. This will help with the annual review process. Shows which steward is responsible for what areas.
 - 2. Systems (2020-current) – several systems within MGA. These are digital records in the system being used currently.
 - 3. Physical (Post 6/30/21) – extending records mgmt. after June 30th to see where we have physical records of these records.
- d. **Update Data Quality Control (Tier 3) (Gibbons)**
 - i. **Data Quality Control Memo Approval** – went over this memo. Email voting will take place, open for everyone to review and vote until COB tomorrow.
 - ii. **Data Collection and Reporting Calendar** – Reached out to stakeholders, trustees, and users to track all of the data life cycles and built out a master life cycle calendar of what is going on where. This is a collection reporting calendar. At this time it is for data being sent externally. Chris will send out the workable file for all data stewards to continue filling this in.
- e. **Update Data Elements and Data Definitions Workgroup (Tier 3) (Boswell)** – May 10th was original deadline for this group, will make this deadline. 40% DEDS received. Still working with stewards with critical systems. After work is received, it will be compiled and sent over to Phillip to post on to website as an online system. Michael Stewart commented in the chat “The DEDs for Maxient and Isalus will be delayed”
- f. **Update Monitor and Audit (Tier 3) (Stanley)**
 - i. **Revisiting - Tier 1, Tier 2, Tier 3** - Tier 1 basically done, one section not due until June 30th, Data Protection. Tier 3 is progressing nicely.
 - ii. **Future of FDGC** – The Monitoring and Auditing committee will continue to monitor and audit ever after June 30th, for all sections, because each section will be looked at yearly.

7. New Business

- a. **Banner Birthdays – Administrative Memo (Gibbons)** – Birthdays will be concealed within Banner. Certain office and personal will still be granted permission by requesting and Beverly will grant it. If something needs to be changed but doesn’t need to go through the committee, a memo is done and presented to the committee just as we did with SSNs and birthdays.
- b. **Data User Training – (D2L Spring/Summer) (Gibbons)** – will send out after meeting for all to review and once it is good it will be uploaded to D2L for all faculty and staff to take, it will open at the end of spring and run thru the summer. All training needs to be completed before fall starts. This training will get on the same cycle as all other annual trainings.

8. Adjournment 11:34