

# Functional Data Governance Committee

## Meeting Minutes

Virtual TEAMS Meeting Wednesday June 2, 2021

Functional Data Governance Committee Meeting #16

### In Attendance:

Michael Gibbons (Chair), Shane Allen, Deepa Arora, Jenia Bacote, David Biek, Samantha Boswell, Adon Clark, Christy Colvin, Geoff Dyer, Corey Guyton, Lora Foskey, Amanda Funches, Tonya Johnson, Alex Koochang, Tamatha Lambert, Dian Mitchell, Joel Morgan, Amanda Register, Mary Roberts, Melinda Robinson-Moffett, Vicky Smith, Brian Stanley, Michael Stewart, Chris Tsavatewa, Mary Wearn, Margo Woodham

### Absent:

Ron Ardelean, Beverly Bergman, Beth Byers, Kevin Cantwell, Cheryl Carty, Julie Davis, Laura Gay, Tripp Mitchell, Natalie Richbieter, Shane Roland, Carol Sargent, David Sims, Chip Smith, Margo Woodham, Tara Underwood

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)** will be providing updates over the next few weeks in meeting the deadline of June 30th. Progress status and what is expected for the committee for the next year (development and implementation phase.) Expectation of USG is that we move to implementing the continued work within the BPM.
  - a. **Data Governance Structure and Timeline**
  - b. **Elections - New Chair, Chair Elect, and Secretary for 2021/22 AY** – Tamatha opened the floor for nominations, Brian second it. Tamatha nominated Brian for Chair. Brian accepted. Tamatha self-nominated for chair elect. Amanda Funches self-nominated for recorder. Voted to accept nominations and new positions elected: 27 members on call (18 – yes, 2 – nonvoters, 4 - didn't vote).
4. **Updates from the FDGC Chair: (Gibbons)** – Thank you to all. Great work has been done within the committee. Those stepping up will make this it's own committee and set the culture of the committee going forward as we are in the very last month of this 2 year project. Joel asked if we will just add the new leaders to the committee for access. Gibbons responded “yes”.
5. **Old Business**
  - a. **Update - User Roles and Access Permissions – Documentation and Process (Boswell)** – going well with process and form. Continue to make improvements as we go. List on Data Governance page of who Data Stewards are and the process (system access request process).
  - b. **Update – Human Resources – Logical Access and Off boarding (Smith)** – Vicky gave the floor to Amanda Register. Amanda stated they meet with Chris and Sam yesterday. Did the off boarding clearance check-list for all systems to be turned off, to be signed by Data Stewards. Previously had a checklist but it didn't talk about data access. Now it will say they have terminated their access to all data systems. It is live now.

- c. **Update Safeguards Standard (Morgan) (Tier 1)** – completed 8 safeguards standards and will turn in by EOB today for the Technical Data Governance Committee to review. Then Tier 1 will be completely done.
  - d. **Update Data Life Cycle: (Tier 3)**
    - i. **Records Management Program Workgroup (Tamatha)** – document went to Jennifer Jones to review and she made minor suggestions. Met with facilities about record storage and destruction and open records management. It will go to Geoff and Michael for review next. Then final document review will go to this committee for review.
    - ii. **Records Categorization Documentation (Tsvatewa)**
      - 1. **Macro-Stewards (2020-current) (2 Stewards Outstanding)** – two need to complete the form still.
      - 2. **Systems (2020-current) (On Going)** – indicates this is on-going as we continue to categorize our systems used. This is an accountability process.
      - 3. **Physical Records (Begins Post 6/30/21)** – will start in June. This relates back to Records Management. What are they and where they fall into the categories? We will be adopting a completely new process. We have not been in compliance since we haven't been logging what is stored and what has been destroyed.
  - e. **Update Data Quality Control (Tier 3) (Gibbons)**
    - i. **Data Quality Control Memo Approved** – voted and approved. This updated the stakeholders of the institution.
    - ii. **Data Collection and Reporting Calendar (1 Completed All Other Stewards Outstanding) (June 14<sup>th</sup> Initial Entry Deadline)(July 31<sup>st</sup> Final Deadline)** – this needs to be updated and completed.
  - f. **Update Data Elements and Data Definitions Workgroup (Tier 3) (Boswell)** – 50% received already. Will be sending to Philip to get posted on website as a searchable format. Outstanding items will be done by end of the day tomorrow.
  - g. **Update Training – D2L upload o 1150 faculty (FT/PT), staff, and student workers. (Gibbons)** – just about ready to send this out. Should be in D2L already. Tamatha asked when the training will be required (as in Fall requirement or Spring?). Chris stated it will start now and go through August 31<sup>st</sup>. Chris will work with the new HR director to get a calendar in place so we don't have training requirements fatigue. Vicky asked how we will keep up with people who are new hire and who leave? Chris said this will be following a list of employees. All new employees will get it on the on boarding process at the time of their hire. Vicky asked who would track all of that? Gibbons said it would follow the same process as other recent trainings. Vicky said those individual departments are responsible for making sure their training(s) are taken. Chris said this is where an adequate calendar for training will fall into place. A conversation needs to take place with all trainers to get a more efficient system in place.
  - h. **Update Audit and Monitoring (Stanley)**
    - i. **Principle Future Work of the FDGC** – no new updates, making progress. Gibbons stated that most of the FDGC will be just maintenance in just making sure that everything is fine tuned. Basically doing what we said we would do.
6. **Technical Data Governance Committee Update (Dyer)** – no updates. Will get the safeguard standards next week from Joel. Hope to have that turned around quickly so it can be voted on at the next meeting.

7. **BPM Privacy Initiative and Update (Morgan)** – Section 12.6 new and goes live June 30<sup>th</sup>. Tier 1 will be due Dec. 31, 2021, Tier 2 Dec. 31, 2022, and Tier 3 due Dec. 21, 2023. Joel went over briefly what each tier covered. Gibbons stated that by June 30, 2021 the current requirements for Section 12 are to be done, then on July 1<sup>st</sup>, 12.6 will roll out.
8. **New Business** – look for a meeting invite the last week of June so we can do a final vote on the last outstanding items. (Gibbons).
9. **Adjournment** 11:43pm