

Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Thursday, 9/24/20
Functional Data Governance Committee Meeting #8

In Attendance: Dr. Michael Gibbons (Chair), Ron Ardelean, Beverly Bergman, Samantha Boswell, Cheryl Carty, Erin Crider, Geoff Dyer, Amanda Funches, Dr. Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Amanda Register, Brian Stanley, Chris Tsavatewa, and Margo Woodham, Josh Waters

Recorder: Laura Gay

1. **Approve Agenda** – No adjustments, approved as is
2. **Review and Approve Minutes** – submit any changes by 5pm; if no changes submitted, will be posted as approved.
3. **Updates from Project Manager**
 - a. Chris Tsavatewa Reminded group to post and tag appropriately so updates will show.
4. **Updates from the FDC Chair:**
 - a. Tier 3 Committee Assignments Document – M. Gibbons noted that two people have signed up for assignments. Encouraged committee members to sign up so that work can continue.
 - b. Attendance: Committee meetings have had OK attendance, but need as many people as involved as possible.
5. **Technical Data Governance Committee Update**
 - a. Update (Dyer, G) – G. Dyer reported his group had updated the Charter, which was presented to the Committee.
6. **Old Business**
 - a. Data Governance Charter – (Gibbons) M. Gibbons will send out corrected copy to committee members for an online vote to accept the Charter. Deadline for input is close of business on Monday, Sept 28. C. Tsavatewa suggested we eliminate names, leave titles, which would be updated annually. J. Waters spoke to operational procedures and flow of information.
 - b. Data Governance Training (Ardelean) Committee voted to accept training decks as currently developed (15 yes, 0 no, 3 abstained) and agreed D2L will be used to conduct training. Modules will be developed for Data Users, Stewards and Trustees. Amendments will be made as process develops. M. Gibbons will get training posted to D2L. Further discussion is needed as to who will own the training process, as well as who will identify different levels of training and make sure training is completed.
 - c. Tier 2 Subcommittee Lead Updates
 - a. Data Systems Inventory and Data Availability (M. Stewart) No report
 - b. Data Governance - Notifying New Appointments (M. Gibbons) Will be done shortly
7. **New Business**
 - a. Data Stewardship & Access Standard (J. Morgan) – Have a draft 95% complete.
 - b. User Roles and Access Permissions - Documentation and Process (Boswell, Bergman) Working on content on Information Access Request Form. Should have something to present next month.

- c. Data Life Cycle Checklist (JWaters) Presented checklist. First question must be answered by December. Once charter is voted, this document will be distributed to all stewards with a procedure to submit back to Committee chair. CTsavatewa reminded Committee that this is an internal document so be thorough and honest. If functional issues exist that prohibit from complying, answer accordingly.
- d. Outstanding Systems Summaries and Workshop - CTsavatewa reported that the Tier 1 deliverable is related to work being done by the User Roles and Access Permissions - Documentation and Process group. Leadership decided to conduct workshops to be hosted within next 2 weeks where every data steward is invited to a workshop where we walk through checklist, address questions, attempt to complete during workshop, deliverable due date given.
- e. MGA FDGC Implementation/Audit Subcommittee
We ran out of time for this discussion. MGibbons briefly discussed that the goal is to get Data Governance out of OTR and build a culture of data responsibility throughout the university. He asked committee members to please give thought to how to promulgate and implement, to be discussed at our next meeting.