The Functional Data Governance Committee
1/23/2020
Room 117, 11:00AM
Meeting Minutes

Those in attendance: Dr. Michael Gibbons, Chris Tsavatewa, Joel Morgan, Laura Gay, Ron Ardelean, Cheryl Carty, Dr. Debra Matthews, Amanda Funches, Amanda Register, Christy Colvin, Brian Stanley, Margo Woodham, Dian Mitchell, Julie Davis, Dr. Michael Stewart, Lee Ann Kirkland, Shane Roland, Erin Crider, and Roger Dixon. Absent – Josh Waters

Recorders: April Gregg and Laura Gay

A. Overview BPM Initiative

The USG states that each USG organization is to establish a data governance structure. Within that structure there needs to be a functional committee that is collective of the data.

- Tier 1 was due Dec. 2019
- Tier 2 is due June 30, 2020
- Tier 3 is due Dec. 2020

Roger stated that data governance used to live in OTR. However, the USG system sees it differently because everyone owns data, uses data, and stores data.

B. Charge and Charter

Chris explained that this was portion of identifying the offices/positions responsible for fulfilling the roles defined in the BPM.

C. Data Governance Framework

Chris and Dr. Gibbons explained that the data governance structure will have three committees.

1. The Data Governance Committee is the Cabinet level – they will review and vote on policies (then post).
2. The Functional Data Governance Committee is this working group currently in the meeting (directors, managers, or their designee) – they will review and vote on policies, procedures, and standards. Procedures and standards get posted directly (do not need cabinet vote). Procedures can also be done at department level without having to come before The Functional Data Governance Committee to review and approve.
3. The Technical Data Governance Committee is the OTR group.

Chris and Dr. Gibbons went on to explain that The Functional Data Governance Committee will be:

- Responsible for the composition (documentation) of policies, procedures, and standards that are consistent, clear, and compliant (group will decide on formatting)
- Making sure that policy, procedures, and standards are identifiable and posted for all to view (group will decide where they will be posted)

- Will continue to look at and define the policies, procedures, and standards as needed
    - <mark>Policy will be approved by Cabinet</mark>
    - <mark>Standards will be approved by this committee</mark>
    - <mark>Procedures will be determined and approved at departmental level.</mark>
- Will define what data is and how it is stored.

D. Organization (Chair etc.)

Recommendations and votes to elect Committee Chair and Secretary/Recorder. Defined that the Committee Chair will be responsible for the agenda, running meetings, and sending recommendations up to the Data Governance Committee (Cabinet). The Secretary/Recorder will be responsible for taking attendance, minutes, and archiving of information. Amanda Funches recommended Michael Gibbons to be the Interim Committee Chair for the remainder of this fiscal year. Dr. Gibbons accepted the recommendation but with the understanding that the group is a working group. All agreed to be a working group. Laura Gay volunteered to be the Secretary/Recorder as long as she gets help with the archiving portion of information. Committee agreed on recommendations and roles were approved.

Chris Tsavatewa is the Project Manager

E. Composition (New Members and Assistant/Associate Data Stewards)

Chris mentioned that the work is being done on this committee level; however, it can be decided if there is a need for an associate level committee as well. Also can be decided if more members need to be added to this Functional Data Governance Committee.

F. Archiving of Policy/Procedures

Website policies.mga.edu displayed to show where the current policies are kept with updates and proposed policies.

Joel mentioned that there needs to be a distinction between USG level and MGA level on policy and procedures.

G. Update on Tier 1

Chris stated that Tier 1 is about 61% completed. Need to finish areas like FERPA Procedure, HIPPA Procedure, Privacy Standard, Data Classification Standard and Data Systems Inventory and Access

H. Items for Discussion (Recommendations to Cabinet)

Committee made recommendations and voted for the following members to serve in each of these roles. Recommendations will go before the Cabinet for a final vote at their next meeting in two weeks.

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- Chief Privacy Officer – Dian Mitchel
- HIPAA Privacy Officer – Dr. Michael Stewart
- Chief Data Officer – Dr. Michael Gibbons
- Data Protection Officer (GDPR) – Dian Mitchell

I. Update on New Policies under Review

J. Proposal of New Research Policy

Committee voted to move MGA Policy Number: Research 12.1, MGA Policy Name: Research and Compliance (with editorial changes) to the Data Governance Committee (Cabinet) to be reviewed and voted on at their next meeting in two weeks.

This policy was drafted by IRB, discussed by Fiscal Affairs (funding issues), and has Provost Anderson's approval.

Joel made the recommendation that all policies have the same standard layout (this is the editorial changes mentioned above). In the editorial changes, a signature line will be added to have the date that the committee approved the policy.

Other Business

Chris stated that the next meeting will be in Feb. 2020. This committee will meet once a month for the next 6 -8 months until caught up. After that, can meet quarterly. At the Feb. meeting, this committee will discuss Tier 2 (due June 30, 2020), Data Availability, Training (of employees and at all levels of the Data Governance), and Data Governance Structure.

Meeting adjourned at 12:03PM by Dr. Gibbons.