

Functional Data Governance Committee Meeting #2

February 27, 2020

Invited

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Woodham, Margo A. margo.woodham@mga.edu

Agenda

1. **Approve Agenda**
2. **Review and Approve Minutes**
3. **Old Business**
 - a. **Microsoft Teams Update** – Utilization and Access
 - b. Updates on outstanding Tier 1 Elements
 1. GLBA, GDPR, HIPAA – Josh/Joel
 2. Research – Gibbons/ Tsavatewa
 3. Safeguard, Systems, and Access – Joel
 - c. Action items and support required to complete Tier 1 Elements
 1. GLBA, GDPR, HIPAA – Josh/Joel
 2. Research – Gibbons/ Tsavatewa
 3. Safeguard, Systems, and Access – Joel
4. **New Business**
 - a. **Creation of Tier 2 Work Teams**
 1. **Data Governance Structure** – Task Updates /Adjustments (YES Required)
 - i. Has the organization created and commenced functioning of a data governance committee structure that carries out the roles described in the institution-wide data governance committee and functional and technical data governance committee sections in section 12.2.1?
domains?
section 12.2.1?
 - ii. Have data trustees been appointed for all necessary data
domains?
section 12.2.1?
 - iii. Do all data trustees understand their responsibilities outlined in
domains?
section 12.2.1?
 - iv. Have data stewards been appointed for all necessary data
domains?
section 12.2.1?
 - v. Do all data stewards understand their responsibilities outlined in
section 12.2.1?
 2. **Training – (Ron)** – Task create compressive training protocol (YES Required)

i. Has the organization established a training program consistent with requirements in section 12.5.2 that provides role specific training to all individuals in the data governance structure (including data users and those subject to data governance policies) and ensures they understand their roles, responsibilities, and applicable policies and procedures?

3. **Data Availability** – (YES Required)

i. Has the organization documented and communicated the expectations and processes around the availability of each data resource commensurate with its operational importance?

b. Tier 3 Discussion

5. **Adjournment**