

Functional Data Governance Committee Meeting #3
March 26, 2020

Invited:

Gibbons, Michael michael.gibbons@mga.edu (Chair)
Allen, Shane J. shane.allen@mga.edu
Ardelean, Ron ron.ardelean@mga.edu
Carty, Cheryl S. cheryl.carty@mga.edu
Colvin, Christy christy.colvin@mga.edu
Crider, Erin erin.crider@mga.edu
Davis, Julie julie.davis3@mga.edu
Dixon, Roger roger.dixon@mga.edu
Gay, Laura laura.gay@mga.edu
Funches, Amanda N amanda.funches@mga.edu
Kirkland, Lee Ann leeann.kirkland@mga.edu
Matthews, Debra H. debra.matthews@mga.edu
Mitchell, Dian dian.mitchell@mga.edu
Morgan, Joel P. joel.morgan@mga.edu
Register, Amanda amanda.register@mga.edu
Roland, Shane shane.roland@mga.edu
Sims, David S. david.sims@mga.edu
Stanley, Brian brian.stanley@mga.edu
Stewart, Michael michael.stewart@mga.edu
Tsavatewa, Chris C. chris.tsavatewa@mga.edu
Waters, Josh E. josh.waters@mga.edu
Woodham, Margo A. margo.woodham@mga.edu

1. **Approve Agenda**
2. **Review and Approve Minutes**
3. **Updates from the Chair:**
 - a. **Microsoft Teams Update – Utilization and Access (Teleworking)**
 1. **New Membership/ Replacements**
 - b. **Email BPM Timeline to USG**
 - c. **Email to USG Human Resources**
 - d. **Campus Update Officer Appointments**
4. **Old Business**
 - a. **Updates on outstanding - Tier 1 Elements**
 1. **Safeguard, Systems, and Access – Joel**
 2. **GLBA, HIPAA – Josh/Joel**
 3. **Research – Gibbons/ Tsavatewa**
 - b. **Tier 2 Updates – Subcommittee Lead**
 1. **Training – – Task create compressive training protocol (YES Required)**
 1. **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?**
 2. **Data Governance Structure – Task Updates /Adjustments (YES Required)**
 1. **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?**
 2. **Have data trustees been appointed for all necessary data domains?**
 3. **Do all data trustees understand their responsibilities outlined in section 12.2.1?**
 4. **Have data stewards been appointed for all necessary data domains?**
 5. **Do all data stewards understand their responsibilities outlined in section 12.2.1?**
 3. **Data Availability – (YES Required)**
 1. **Has the organization documented and communicated the expectations and processes around the availability of each data resource commensurate with its operational importance.**
4. **New Business**
 - a. **Tier 3 Discussion – Timeline and Changes (12/31/2020)**
 3. **GDPR Moved**

4. **Section 12.3.2 Data Elements and Data Definition Documentation**
5. **Section 12.3.3 Data Quality Control**
6. **Section 12.3.5 Data Life Cycle**
7. **Section 12.5.4 Monitor**
8. **Section 12.5.4 Audit**

- b. **Creation of Auditing Subcommittee**
- c. **Relationship to Global Data Governance Committee**
- d. **Technical Data Governance Committee**
- e. **Repository**

5. **Adjournment**