

Functional Data Governance Committee

Meeting Minutes

December 2, 2021

Meeting via Microsoft Teams

Meeting #2 of FY21/22 Year

1. **Approve Agenda**
2. **Review and Approve Minutes (9/2/2021 Meeting)**

Stewart moved to approve agenda and minutes. Svonavec seconded the motion. Stanley told the FDGC there was a form on Teams to log your vote.

3. **Update - Technical Data Governance Committee (Dyer)** – no update at this time
4. **Old Business**

- a. Update - Data Elements and Data Definitions Workgroup (Boswell) Work with Ana on getting the RevQ system added. On system request access – new guidelines for webpage. Guidance on webpage has been added for when an employee leaves the institution. Please reach out to Boswell with any questions.
- b. Update - Data Life Cycle:
 - i. Records Management Program Workgroup (Gibbons) Gibbons and Tsavatewa have worked with Rainey on updating her on records management. The RMP was approved in July and it will go on the webpage soon where all policies are being streamlined.
- c. Update – Data Quality Control (Gibbons)
 - i. Data Collection and Reporting Calendar July 31st Final Deadline – Gibbons said progress hasn't been made in the last quarter, but there is still time to do it before the deadline. He noted this is an important item needed and it will get done.
- d. Update - Data User Training (Stanley) – 667 out of 1272 (53%) have taken training as of 11/30/21 and then training was closed. Training will reopen in January. Please reach out to those in your area that need to take the training and stress the importance of it.
- e. Calendar Reminders (Stanley):
 - i. Quarterly invitation for data users (with their stewards) to address data issues with the FDGC (2nd Quarter) – Stanley will do in 3rd QTR. That will be the March meeting.
 - ii. Present an annual update on Data Governance activities to both the Faculty Senate and Staff Council (Last Quarter AY 21/22)
 - iii. Review MGA's Data Elements Dictionaries (3rd Quarter)
 - iv. MGA's Data Dictionary Guidelines (3rd Quarter)
 - v. FDGC will engage in an annual review of (1) one institutional record category (3rd Quarter) (2021/22 = Intercollegiate Athletics)

5. New Business

- a. Update and Vote on Privacy Standard (Morgan) – Tiers are due 12/31/21, 12/31/22 and then the last is due 12/31/23. There are consent forms that are required when we gather information on individuals. Dian Mitchell is working on those (she spoke to Rose at USG and she said the form has to have some type of acknowledgement). Mitchell believes we will be able to complete on time. Morgan is working on the ones for Tier 2 and 3. He will be adding notification to MGA website about privacy. MGA is modeling from the data privacy and legal notice from the USG version.
- b. Update and Vote on Privacy Policy (Morgan)
- c. Next Meeting: March 3, 2021

Hearing no need for additional agenda items, Stanley asked for a motion to adjourn the meeting. Stewart made the motion with Svonavec seconding. The meeting was adjourned at 10:33 AM.

Attendance List from Teams:

Full Name	User Action	Timestamp
Funches, Amanda N	Joined	12/2/2021, 9:55:44 AM
Svonavec, Stephen C.	Joined before	12/2/2021, 9:55:44 AM
Rischbieter, Natalie	Joined before	12/2/2021, 9:55:44 AM
Wearn, Mary M.	Joined	12/2/2021, 9:56:23 AM
Stanley, Brian	Joined	12/2/2021, 9:56:34 AM
Morgan, Joel P.	Joined	12/2/2021, 9:57:09 AM
Koohang, Alex	Joined	12/2/2021, 9:57:21 AM
Bergman, Beverly H.	Joined	12/2/2021, 9:57:35 AM
Dyer, Geoffrey G.	Joined	12/2/2021, 9:57:53 AM
Allen, Shane J.	Joined	12/2/2021, 9:58:29 AM
Tsavatewa, Chris C.	Joined	12/2/2021, 9:59:14 AM
Shinpaugh, Jennifer L.	Joined	12/2/2021, 9:59:16 AM
Underwood, Tara	Joined	12/2/2021, 9:59:17 AM
Robinson-Moffett, Melinda	Joined	12/2/2021, 9:59:35 AM
Stewart, Michael	Joined	12/2/2021, 9:59:40 AM
Mitchell, Dian	Joined	12/2/2021, 9:59:43 AM
Booker, Pamela Y.	Joined	12/2/2021, 10:00:45 AM
Rainey, Renee	Joined	12/2/2021, 10:00:55 AM
Mitchell, Chief James T.	Joined	12/2/2021, 10:01:02 AM
Johnson, Tonya L.	Joined	12/2/2021, 10:02:22 AM
Register, Amanda	Joined	12/2/2021, 10:02:29 AM
Clark, Adon	Joined	12/2/2021, 10:02:40 AM
Boswell, Samantha	Joined	12/2/2021, 10:03:07 AM

Respectfully submitted by Amanda Funches