

Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Wednesday June 24, 2021

Functional Data Governance Committee Meeting #17

In Attendance:

Michael Gibbons (Chair), Shane Allen, Deepa Arora, Beverly Bergman, Samantha Boswell, Kevin Cantwell, Adon Clark, Geoff Dyer, Lora Foskey, Amanda Funches, Tonya Johnson, Tamatha Lambert, Tripp Mitchell, Dian Mitchell, Joel Morgan, Natalie Richbieter, Amanda Register, Carol Sargent, Brian Stanley, Chip Smith, Chris Tsavatewa, Tara Underwood, Mary Wearn

Absent:

Ron Ardelean, Jenia Bacote, David Biek, Beth Byers, Cheryl Carty, Christy Colvin, Julie Davis, Laura Gay, Corey Guyton, Alex Koochang, Mary Roberts, Melinda Robinson-Moffett, Shane Roland, David Sims, Vicky Smith, Michael Stewart, Margo Woodham

Recorder: April Gregg

Meeting began at 11:01AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** - minutes sent via email, if no changes, will post as is.
3. **Updates from Project Manager: (Tsavatewa)** – Will be able to check off a good portion as completed, so will be reporting a positive status to the system office. Will work with the system office in July to review and fix any issues seen after the June 30th deadline.
4. **Technical Data Governance Committee (Dyer)**
 - a. **Update and Vote on Safeguard Standards** – These were emailed to everyone today and will do voting via email with a deadline as COB on Monday. Geoff and Joel did a brief overview of what the Safeguard Standards were about and covered, noting that there are 8 total (all around 15-20 pages each). Dr. Cantwell questioned the effective date of 2022. Joel explained this was so we have time to make sure each standard is in place and in compliance.
5. **Old Business**
 - a. **Update Data Elements and Data Definitions Workgroup (Tier 3) (Boswell)** – subcommittee worked with various data stewards to get information on each system. Went over what has been completed so far and shared website that is up and running. Using single on to view DED. Website shows the what and why of this project. This committee will continue to update the DED after this implantation phase.
 - b. **Update Data Life Cycle: (Tier 3)**
 - i. **Records Management Program Workgroup (Tamatha)** – Records Management document went to the data stewards on June 17th. They were reviewed and are now ready to be reviewed and voted on by this FDGC.
 1. **Vote RIM Program** – voting will be completed via email by COB on Monday.
 - ii. [Records Categorization Documentation](#) (Tsavatewa) – This is a continuing process to be sure that we are documenting where are records are being stored, both physically and digitally.
 - c. **Update Data Quality Control (Tier 3) (Gibbons)**

- i. [Data Collection and Reporting Calendar](#) (June 14th Initial Entry Deadline)(July 31st Final Deadline) – did an overview of the workflow and timeline of these items.

6. New Business

- a. **Next Meeting:** Dr. Gibbons suggested that meetings going forward be quarterly and definitely need to have a meeting before the SACS visit in Oct. Brian Stanley as new chair set the date for August 26th, 2021 at 10AM.

7. Adjournment: 10:57AM

Update on voting:

Safeguard Standards were approved 14-0

Records Information Management votes 12-0