The Functional Data Governance Committee
2/27/20
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 Register, Christy Colvin, Margo Woodham, Dian Mitchell, Julie Davis, Dr. Michael Stewart, Lee Ann Kirkland, Shane Roland, Erin Crider, April Gregg, and Shane Allen. Absent – Brian Stanley, Amanda Funches, Roger Dixon.

Recorder: Laura Gay

I. Review and Approval of Minutes

The minutes from the 1/23/20 meeting were reviewed and approved. Motion to approve by Josh Waters and seconded by Christy Colvin**.**

II. Old Business

A. Microsoft Teams Update - Utilization and Access - Dr. Gibbons asked that anyone who needed to be added to the distribution list, please contact him or Chris Tsavatewa.

B. Updates on Outstanding Tier 1 Elements and action items required to complete them.

1. GLAB – Joel Morgan reported that they are close to being finished. He needs Brian Stanley's input on the enforcement/audit section. There is an opt-in/opt-out but Joel questioned whether we have to offer an opt-out. GLAD deals with Federal Student Aid. There was a discussion that "opt-out" is in reference to sharing personal information with a third party. Josh Waters was asked to look at this and see if we are required to inform students, "You can't opt out and here's why."
   GDPR - Complete
   HIPPA – Josh Waters reported that they are close to being finished. They have met with Autumn and there are 3 items left before they can close out. When finished, Josh will send out to committee and ask for feedback.
   A final draft will be shared with the group for a virtual vote of approval
2. Research – Dr. Gibbons reported the IRB passed all updates. It was passed by the Cabinet and is up for the 30 day review. IFB will handle training assignment and enforcement
3. Safeguard, Systems and Access – Joel Morgan reported this section will take a long time as safeguards, standards and procedures must first be developed. Data classification can be done in a few weeks. There are 3 different classifications of material which dictates the process used to decide who is responsible, how the information is handled, and how it is protected.
   - Low – unclassified
   - Medium – sensitive

- High – confidential

This section was started in December with the survey that was sent out to the Committee members. The next step is to understand each process for full understanding of classification and safeguards required.
Joel reported that the privacy policy is almost finished and will need to be approved.

Lee Ann Kirkland reminded the group that often BOR mandates use of specific software. Joel said that in those cases, we must make sure that BOR is following their own procedures.

III. New Business

The deadline to complete Tier 2 requirements is July. We need to be aggressive in completing Tier 2 because Tier 3 is much more involved and will take more time and effort. Institutions are given six months to complete each Tier.

A. Creation of Tier 2 Work Teams

1. Data Governance Structure - Dr. Gibbons shared with the Committee that the following questions must be answered.
   a. 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?
   b. Have data trustees been appointed for all necessary data domains?
   c. Do all data trustees understand their responsibilities outlined in section 12.2.1?
   d. Have data stewards been appointed for all necessary data domains?
   e. Do all data stewards understand their responsibilities outlined in section 12.2.1?

   In order to answer these questions affirmatively, Dr. Gibbons will be assisted by Lee Ann Kirkland, Dr. Michael Stewart, Amanda Register and Margo Woodham. This group will refine and revisit the Committee's responsibility, define policies and procedures, and document sub-groups and the Committee Charter. The technical committee will be led by Joel Morgan.

2. Training – Ron Ardelean has agreed to take the lead on bringing recommendations to the Committee for the creation of a training program. Ron will be assisted by Dr. Debra Matthews, Dian Mitchell and Erin Crider. Cheryl Carty will assist with the communications piece of the training program. The question that must be answered is, "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"?
The Work Group will define the roles of Trustee, Steward, Owner and User. The process is made more simplistic by using what we already have. The Work Group will develop a summary sheet with determined level of sensitivity, and which determines level of protection. Access is not based on position but will be determined by functional unit manager.

3. Data Availability – To answer the question, "Has the organization documented and communicated the expectations and processes around the availability of each data resource commensurate with its operational importance?" Dr. Michael Stewart will lead Committee members Margo Woodham, Amanda Register and Lee Ann Kirkland. They will work with Joel Morgan to determine the data that is available and how groups share data. Templates are available for this work team's use. The Work Group will compile data and processes, and will archive systems. Chris Tsavatewa has a list of all programs.

Meeting adjourned at 12:10 PM by Dr. Gibbons.