

# Functional Data Governance Committee

## Agenda

Virtual Meeting Thursday July 30, 2020  
Functional Data Governance Committee Meeting #6

Invited:

Gibbons, Michael [michael.gibbons@mga.edu](mailto:michael.gibbons@mga.edu) (Chair)  
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Gay, Laura [laura.gay@mga.edu](mailto:laura.gay@mga.edu)  
Gregg, April [april.gregg@mga.edu](mailto:april.gregg@mga.edu) (as recorder only)  
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Waters, Josh E. [josh.waters@mga.edu](mailto:josh.waters@mga.edu)  
Woodham, Margo A. [margo.woodham@mga.edu](mailto:margo.woodham@mga.edu)

1. **Approve Agenda**
2. **Review and Approve Minutes**
3. **Updates from the FDC Chair:**
  - a. **Back on Track BPM Timeline 12/31/20**
  - b. Be prepared for Committee Assignments in New Business
  - c. Update GLBA Audit (Dyer and Morgan)
4. **Old Business**
  - a. **Tier 1 Subcommittee Lead Updates**
    1. Update USG (Tsavatewa, C)
    2. Publishing Standards (Gibbons, M)
  - b. **Tier 2 Subcommittee Lead Updates**
    1. Data Systems Inventory and Data Availability (Stewart, M)
    2. Data Governance (Gibbons, M)
    3. Training (Ardelean, R)
  - c. **Technical Data Governance Committee Update**
    1. Update (Dyer, G)
  - d. **New Business**
    1. **Tier 3 Discussion – Review criteria (All elements require a YES)**  
at [https://www.usg.edu/business\\_procedures\\_manual/section12/C1643](https://www.usg.edu/business_procedures_manual/section12/C1643)
    - **Section 12.3.2 Data Elements and Data Definition Documentation**
      1. For mission critical data systems, has the institution augmented the data system documentation with documentation of each system’s table structure and data elements or where these items can be found?
      2. For managed service providers (including ITS) of mission critical data systems, does the institution have a means to access system table structure and data elements? While table structure, etc. may be proprietary and unavailable, is there a means for system users to understand how data should be entered, used, and reported?
      3. For data systems that are part of routine data collection and reporting, are data element dictionaries maintained that include:
        - Data definitions;
        - Metadata including data sources and security classifications;
        - Business practices where applicable;
        - Any validations or quality checks applied against the elements;
        - Change history; and,
        - Valid values.
    - **Section 12.3.3 Data Quality Control**
      1. Has the institution documented and promulgated data standards and definitions to ensure accurate data entry/creation? · These standards and definitions should be part of data element dictionaries where they exist for data systems per subsection 12.3.2 above.
      2. Are there documented schedules of collection times and when information is updated to ensure timeliness of data?

3. Does the institution assess collected data on at least an annual basis to ensure accuracy, completeness, and adherence to standards? · Data entry validations are best practice.
  4. Does the institution regularly consult data users or stakeholders to ensure data usability and relevance?
- **Section 12.3.5 Data Life Cycle**
    1. Has the institution ensured their data retention and destruction practices comply with the minimum record retention requirements set forth in system records management policy ([http://www.usg.edu/records\\_management/](http://www.usg.edu/records_management/))?
    2. Has the institution ensured that data retention and destruction practices also comply with other relevant regulations (e.g. GDPR, FERPA, etc.)
    3. Has the institution created and documented processes that ensure compliance with the policy including assurance of proper data disposal?
    4. If an institution maintains any data collections longer than the minimum time period required by the record retention policy, has it documented justification for that decision and selected a storage means that minimizes risk and cost?
  - **Section 12.5.4 Monitor**
    1. Has the institution documented the policies, procedures, roles and structures it has put in place to carry out compliance with Section 12?
    2. Has the institution assigned roles and responsibilities for active monitoring of these policies, procedure, roles, and structures to ensure ongoing integrity in implementation?
    - 3.
  - **Section 12.5.4 Audit**
    1. Requisite documentation for the other subsections is provided below:
  - **GDPR Moved**
  - **New Committee Assignments**

## 5. Adjournment