Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Thursday November 5, 2020

Functional Data Governance Committee Meeting #9

In Attendance: Dr. Michael Gibbons (Chair), Shane Allen, Ron Ardelean, Beverly Bergman, Samantha Boswell, Cheryl Carty, Christy Colvin, Erin Crider, Julie Davis, Geoff Dyer, Amanda Funches, Dr. Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Amanda Register, Brian Stanley, Dr. Michael Stewart, Chris Tsavatewa (non-voting), and Margo Woodham

Absent: Laura Gay, Barbara Ratzlaff, Shane Roland, David Sims and Josh Waters (non-voting)

Recorder: April Gregg (non-voting)

Meeting began at 11:00AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** – will email minutes and if no changes by COB, will approve as is
3. **Updates from Project Manager (Tsavatewa)** Chris stated the calendar for BPM is still Tier 1 and 2 in the next few weeks. Tier 3 – records management, working on now, still due June 30, 2021. Recent update from USG - one more update on privacy policy at USG level will be forthcoming. It will be a Tier 4, to start after June 30, 2021 more than likely.
4. **Updates from the FDGC Chair (Gibbons)**
   a. SIS/ITS Banner Update – Beverly mentioned that any programs (new or changes) or updates to Banner that are completed within her department now have to be submitted to ITS for them to review and approve (or deny). They still have 10 submissions requested with no response from ITS yet (been 1 or 2 months since submitted). The critical ones, escalated ones, they have pushed them through (beginning of term, end of term items). ITS is only doing meetings once a month now, (Oct. meeting, no Nov. meeting, one scheduled for Dec.) Not much communication now with ITS.
   Dian asked if tickets submitted in our system have to then be turned over to ITS prior to working on them. Beverly stated that they do have to ask ITS for permission on all requested items now.
   Brian asked if there is a standard form of the questions that ITS ask. Beverly stated that there is and then sometimes they come back with additional questions. Beverly will share that form.
   b. Tier 3 Committee Assignments Document – did not cover
   c. Attendance – did not cover
5. **Technical Data Governance Committee Update (Dyer, G)** – did not cover
6. **Old Business**

   a. Revisit and Adopt – Data Governance Charter (Gibbons)
      1. Data Governance – Notifying New Appointments (Gibbons)
   All in agreement that people on the call today would vote on the revised Charter and then we will leave it open via email for those not in attendance to review and vote until noon on Monday.

Joel explained the new proposed Charter: rewritten to separate out roles of members. Written to make roles in own unit as well as roles in committee. Established that all VPs will be Data Trustees. Direct reports to these Data Trustees will be Data Stewards now. Trying to follow chain of command to follow MGA organizational chart.

Chris stated that the changes reflected to show if organizational chart shifted then roles would stay fluent. Added Associate Provosts, and Executive Directors; Deans were added last time. For the Functional Data Governance Committee area: moved the Associate Director of IR to serve on the committee and made the University Counsel an ex-officio, non-voting member.

Gibbons asked if this revision allows for easier movement of people in and out of roles. Chris stated that it does and the new language is now added to cover this under the "Data Stewards" portion. This now covers the voting membership of the committee.

Voting to approve the revised Charter: 14 voted "yes" – 0 voted "no"
Will now post for via email until Monday.
Also sending Charter to get put on the agenda for Cabinet next week.

    b. Update – Data Governance Training (Ardelean, Tsavatewa) – Chris mentioned they are working on setting up module in D2L. Working on updating slides for consistency and to also to fit it into the calendar along with other MGA trainings going on.
    c. Update – Outstanding Systems Summaries and Workshop (Tsavatewa, Stewart, Morgan) – Chris stated that this is due this Friday. If anyone needs an extension to let this committee know.
    d. Update – User Roles and Access Permissions – Documentation and Process (Boswell, Bergman) - did not cover
    e. Update – Data Life Cycle Checklist (Waters) – Chris stated that the form will be emailed out next week after cabinet meets.
    f. Revisit – MGA FDGC Implementation/Audit Subcommittee (Gibbons, Morgan) - did not cover

7. New Business

a. Review and Adopt – Data Stewardship and Access Standard (Morgan) - Joel addressed that the document covers roles and responsibilities. This document is a collection of different manuals, pulled into one. We do need to vote on this completed document and it does need to go to cabinet as well. 16 people on the call to vote: 12 voted "yes", 0 voted "no". This document will be emailed out to FDGC committee; opening the voting to those absent today. Voting period will close on Monday at noon.

8. Case Studies/Discussion

a. Future Workshops? Collaborative Work Sessions? – did not cover

9. Adjournment – All items not covered today will be discussed at the next meeting. Meeting adjourned at 11:53AM.

Follow-up (Nov. 10th, 2020)

The Data Governance Charter and Data Stewardship & Access Standard that was open via email for additional voting until noon on Monday had 1 more "Yes" and 0 "No".