Functional Data Governance Committee

Meeting Minutes
Virtual TEAMS Meeting Thursday December 3, 2020
Functional Data Governance Committee Meeting #10

In Attendance:
Michael Gibbons, Shane Allen, Ron Ardelean, Deepa Arora, Jenia Bacote, Beverly Bergman, David Biek, Samantha Boswell, Kevin Cantwell, Adon Clark, Christy Colvin, Erin Crider, Corey Guyton, Amanda Funches, Alex Koohang, Tamatha Lambert, Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Stephen Morse, Amanda Register, Mary Roberts, Melinda Robinson-Moffett, Chip Smith, Brian Stanley, Michael Stewart, Chris Tsavatewa, Tara Underwood, Josh Waters, Mary Wearn, Margo Woodham,

Recorder: April Gregg (non-voting)
Meeting began at 11:00AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** – emailed, if no changes by COB, will approve as is.
3. **Updates from Project Manager (Tsavatewa) –** Tier 1 and 2 deadline for MGA is Friday, Dec. 18, 2020. Joel and Geoff went through outstanding elements and Project Manager will be reporting by deadline. The only item not being met by the deadline is the Safeguards Standards (Q1 and Q2) and Joel will report reasons for that.
4. **Updates from the FDGC Chair: (Gibbons)**
   a. New Members Welcome – explained what the BPM is and why this group was created and what we do within this group. Showed USG's website for BPM. Explained Tiers and checklists. Dr. Cantwell asked if the Senate has been provided an update on this process. Chris stated that Jon Anderson gave an update early on, but nothing over a year has been given to them. We will update them in the Spring as we move to data training.
   b. Review of Roster and Voting Members – went over Charter briefly and who the voting members are.
   c. Tier 3 Committee Assignments Document – shared document. Need to assign people to the committees. (2 currently signed up)
   d. Global Data Governance Adoption of: (went through cabinet and approved. This completes Tier 1)
      1. Data Governance Charter Update
      2. Data Stewardship and Access Standard

5. **Technical Data Governance Committee Update** (Dyer, G) – not on call.
6. **Old Business**
   a. Update - Data Governance Training (Tsavatewa) – new members review charter. Next few weeks will be receiving more information. Training modules will begin in Late Jan. for trustees, then in Feb./March – faculty and staff will get their training modules.
   b. Update - Outstanding Systems Summaries (Tsavatewa, Stewart, Morgan) – this has been completed and available for everyone to review in TEAMS. List of systems used will be made available in a few weeks for everyone to review.

     a. Update - User Roles and Access Permissions – Documentation and Process (Boswell, Bergman) – We needed to have a better system in place for giving permissions to all systems used within MGA. Also, need a current list of all users for all systems. Have created a Microsoft form for data stewards to submit going forward. They are very close to finalizing this form/process. More information to come next week.

     b. Update and Discussion - Data Life Cycle Checklist and Appraisal Document (Waters) – This checklist will go out to all data stewards today or tomorrow. Compliance with USG retention schedule has to be submitted. Each area has to look it over and complete the checklist making sure your area is in compliance and identify if you have records. If you do, are you following the retention schedule? Electronic version will be sent. Chris went over the form briefly. This will help data trustees work through any issues of things not in compliance for records management.

     c. Revisit - MGA FDGC Implementation/Audit Subcommittee (Gibbons) – need to create a committee to do this. Go through prior checklist and make sure we are actually doing it. USG has already asked for stuff in Tier 1 audits, we would like to find any errors prior to USG audits. Will get something started and get it to this committee to review and then have a committee going.

7. **New Business**

     a. Safeguards Standard (Morgan) – Stated that this is a document that he is working on that covers our policies and procedures. Because it has 3 sections with 18 subsections, it is taking longer to complete. He is done with 6 subsections now and will be releasing those to the technical committee and then it will go to this group to review. He plans to have the remaining sections completed and released by early next year, 2021.

     b. Tier 3 Checklist (See Attached) – due June 30, 2021. – Chris stated that this will require subcommittees to get this completed just like Tier 1 and Tier 2 did.

     c. Tier 3 Workgroups – Chris gave an overview of each Tier 3 Sections
         1. Committee Signup
         2. Section 12.3.2 Data Elements and Data Definition Documentation
         3. Section 12.3.3 Data Quality Control
         4. Section 12.3.5 Data Life Cycle
         5. Section 12.5.4 Monitor
         6. Section 12.5.4 Audit

8. **Adjournment at 11:58AM**